




MACKENZIE COUNTY

# REGULAR COUNCIL MEETING

**NOVEMBER 18, 2024  
10:00 AM**

**FORT VERMILION COUNCIL  
CHAMBERS**

 780.927.3718

 [www.mackenziecounty.com](http://www.mackenziecounty.com)

 4511-46 Avenue, Fort Vermilion

 [office@mackenziecounty.com](mailto:office@mackenziecounty.com)



**Mackenzie County**



**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Monday, November 18, 2024  
10:00 a.m.**

**Fort Vermilion Council Chambers**

**Fort Vermilion, Alberta**

**AGENDA**

			Page
<b>CALL TO ORDER:</b>	1.	a) Call to Order	
<b>AGENDA:</b>	2.	a) Adoption of Agenda	
<b>ADOPTION OF PREVIOUS MINUTES:</b>	3.	a) Minutes of the October 22, 2024 Organizational Council Meeting	7
		b) Minutes of the October 23, 2024 Regular Council Meeting	25
		c) Minutes of the October 30, 2024 Budget Council Meeting	37
		d) Business Arising out of the Minutes	
<b>CLOSED MEETING:</b>		<i>Freedom of Information and Protection of Privacy Act Division 2, Part 1 Exceptions to Disclosure</i>	
	4.	a) Long Run Exploration ( <i>FOIP Section 25</i> )	
		b) Legal ( <i>FOIP Sections 16 and 17</i> )	
		c) CAO Report ( <i>FOIP Sections 16, 17, 23 and 24</i> )	
		d)	
		e)	
<b>TENDERS:</b>	5.	a) None	
<b>PUBLIC HEARINGS:</b>	6.	a) None	
<b>DELEGATIONS:</b>	7.	a) None	

<b>GENERAL REPORTS:</b>	8.	a)	None	
		b)		
<b>AGRICULTURE SERVICES:</b>	9.	a)	None	
		b)		
<b>COMMUNITY SERVICES:</b>	10.	a)	ADM051 Facility Rental Policy - Amendment	45
		b)	Golf Carts on Municipal Roads – Pilot Project	51
		c)		
<b>FINANCE:</b>	11.	a)	Bylaw 1354-24 Fee Schedule Bylaw Amendment	69
		b)	Local Growth and Sustainability Grant	73
		c)	2024 Mackenzie Agricultural Fair & Tradeshow Surplus	95
		d)	Cheque Registers – August 12 – November 8, 2024	97
		e)	Councillor Expense Claims	99
		f)	Member at Large Expense Claims	101
		g)		
		h)		
<b>OPERATIONS:</b>	12.	a)	None	
		b)		
<b>UTILITIES:</b>	13.	a)	Fort Vermilion Raw Water Reservoir Upgrade Grant Application	103
		b)		
<b>PLANNING &amp; DEVELOPMENT:</b>	14.	a)	None	
		b)		
<b>ADMINISTRATION:</b>	15.	a)	Maskwa Medical Center Request	105
		b)		

- c)
- COMMITTEE OF THE WHOLE ITEMS:** 16. a) None
- COUNCIL COMMITTEE REPORTS:** 17. a) Council Committee Reports (verbal)  
b) Municipal Planning Commission Meeting Minutes 137  
c)  
d)
- INFORMATION / CORRESPONDENCE:** 18. a) Information/Correspondence 159
- NOTICE OF MOTION:** 19. a)
- NEXT MEETING DATES:** 20. a) Budget Council Meeting  
November 19, 2024  
10:00 a.m.  
Fort Vermilion Council Chambers  
b) Regular Council Meeting  
November 27, 2024  
10:00 a.m.  
Fort Vermilion Council Chambers
- ADJOURNMENT:** 21. a) Adjournment





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 18, 2024</b>
<b>Presented By:</b>	<b>Darrell Derksen, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the October 22, 2024 Organizational Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the October 22, 2024 Organizational Meeting are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

Approved Council Meeting minutes are posted on the County website.

**POLICY REFERENCES:**

**Author:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the October 22, 2024 Organizational Meeting be adopted as presented.

**Author:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_



**MACKENZIE COUNTY  
ORGANIZATIONAL COUNCIL MEETING**

**Tuesday, October 22, 2024  
10:00 a.m.**

**Fort Vermilion Council Chambers  
Fort Vermilion, AB**

**PRESENT:** Peter F. Braun Councillor  
Cameron Cardinal Councillor  
David Driedger Councillor (virtual, left the meeting at 11:05 a.m.)  
Joshua Knelsen Councillor  
Ernest Peters Councillor  
Walter Sarapuk Councillor  
Garrell Smith Councillor (joined the meeting at 10:11 a.m.)  
Lisa Wardley Councillor  
Dale Wiebe Councillor (virtual, left the meeting at 10:30 a.m.)

**REGRETS:** Eileen Morris Councillor

**ADMINISTRATION:** Darrell Derksen Chief Administrative Officer  
Don Roberts Director of Community Services  
Jennifer Batt Director of Finance  
Andy Banman Director of Operations  
Caitlin Smith Director of Planning and Development  
John Zacharias Director of Utilities  
Willie Schmidt Fleet Maintenance Manager  
Louise Flooren Manager of Legislative & Support Services/  
Recording Secretary  
Landon Driedger Agricultural Fieldman

**ALSO PRESENT:**

Minutes of the Organizational Council Meeting for Mackenzie County held on October 22, 2024 in the Council Chambers at the Fort Vermilion County Office.

**CALL TO ORDER: 1. a) Call to Order**

Darrell Derksen, Chief Administrative Officer, called the meeting to order at 10:00 a.m.

**AGENDA: 2. a) Adoption of Agenda**

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Reeve Knelsen called for nominations for the position of Deputy Reeve for Mackenzie County for the period October 22, 2024 to October 2025.

First Call: Councillor Peters nominates Councillor Sarapuk.  
Nomination Accepted

Second Call: None

Third Call: None

**MOTION 24-10-711** **MOVED** by Councillor Wiebe

That nominations cease for the position of Deputy Reeve.

**CARRIED**

Councillor Sarapuk was acclaimed as Deputy Reeve for Mackenzie County for the period October 22, 2024 to October 2025.

**ELECTION OF  
DEPUTY REEVE:**

**5. b) Oath of Office – Deputy Reeve**

The Oath of Office was administered to the Deputy Reeve by Don Roberts, Commissioner for Oaths.

**COUNCIL INTERNAL  
COMMITTEES:**

**7. a) Agricultural Appeal Board**

**MOTION 24-10-712** **MOVED** by Councillor Braun

That the **Agricultural Appeal Board Committee** Review be received for information.

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**7. b) Agricultural Service Board**

**MOTION 23-10-713** **MOVED** by Councillor Peters

That the **Agricultural Service Board** committee review be received for information.

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**CARRIED**

**COUNCIL INTERNAL COMMITTEES: 7. c) Assessment Review Board**

**MOTION 24-10-714** **MOVED** by Councillor Wardley

That the **Assessment Review Board** Terms of Reference be amended as presented.

**CARRIED**

Councillor Smith joined the meeting at 10:11 a.m.

**COUNCIL INTERNAL COMMITTEES: 7. d) Community Services Committee**

**MOTION 24-10-715** **MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Community Services Committee** for a one year term – October 22, 2024 to October 2025:

1. Reeve Knelsen (Ex-officio)
2. Fort Vermilion – Councillor Cardinal
3. La Crete – Councillor Braun
4. Zama – Councillor Wardley
5. Council Member at Large – Councillor Smith

**CARRIED**

**COUNCIL INTERNAL COMMITTEES: 7. e) Emergency Advisory Committee**

**MOTION 24-10-716** **MOVED** by Councillor Braun

That the Terms of Reference for Emergency Advisory Committee be amended as presented.

**CARRIED**

**MOTION 24-10-717** **MOVED** by Councillor Smith

That first reading be given to Bylaw 1352-24 being the Emergency Management Bylaw.

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**CARRIED**

**MOTION 24-10-718**      **MOVED** by Councillor Driedger

That second reading be given to Bylaw 1352-24 being the Emergency Management Bylaw.

**CARRIED**

**MOTION 24-10-719**      **MOVED** by Councillor Peters  
Requires Unanimous

That consideration be given to go to third and final reading of Bylaw 1352-24 being the Emergency Management Bylaw.

**CARRIED UNANIMOUSLY**

**MOTION 24-10-720**      **MOVED** by Deputy Reeve Sarapuk

That third and final reading be given to Bylaw 1352-24 being the Emergency Management Bylaw.

**CARRIED**

**COUNCIL INTERNAL COMMITTEES:**      7. f) **Flood Recovery Steering Committee**

**MOTION 24-10-721**      **MOVED** by Councillor Wardley

That the following Councillors be appointed to the **Flood Recovery Steering Committee** for a one year term – October 22, 2024 to October 2025:

- 1. Councillor Cardinal
- 2. Councillor Smith

**CARRIED**

**MOTION 24-10-722**      **MOVED** by Councillor Wardley

That the **Flood Recovery Steering Committee** Terms of Reference be amended as presented.

**CARRIED**

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**COUNCIL INTERNAL COMMITTEES: 7. g) Indigenous Liaison Committee**

**MOTION 24-10-723** **MOVED** by Councillor Braun

That the **Indigenous Liaison Committee** review be received for information.

**CARRIED**

**COUNCIL INTERNAL COMMITTEES: 7. h) Inter-Municipal Planning Commission**

**MOTION 24-10-724** **MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Inter-Municipal Planning Commission** for a one year term – October 22, 2024 to October 2025.

1. Councillor Braun
2. Councillor Driedger

**CARRIED**

**MOTION 24-10-725** **MOVED** by Councillor Wardley

That the following Member at Large be appointed to the **Inter-Municipal Planning Commission** for a one year term – October 22, 2024 to October 2025.

1. Erick Carter

**CARRIED**

**COUNCIL INTERNAL COMMITTEES: 7. i) Inter-Municipal Subdivision & Development Appeal Board**

**MOTION 24-10-726** **MOVED** by Councillor Cardinal

That the **Inter-Municipal Subdivision & Development Appeal Board** review be received for information.

**CARRIED**

**COUNCIL INTERNAL COMMITTEES: 7. j) Mackenzie Library Board**

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**MOTION 24-10-727**      **MOVED** by Councillor Driedger

That the following Councillors be appointed to the **Mackenzie Library Board** for a one year term – October 22, 2024 to October 2025.

- 1. Councillor Cardinal
- 2. Councillor Wardley

**CARRIED**

**MOTION 24-10-728**      **MOVED** by Councillor Wardley

That the following Members at Large be appointed to the **Mackenzie Library Board**:

- 1. Fort Vermilion (3 Year Term) – Tamie Mclean
- 2. La Crete (3 Year Term) – Sandra Neufeld
- 3. Rural (3 Year Term) – Lorraine Peters
- 4. Zama (3 Year Term) – Kayla Wardley

**CARRIED**

**COUNCIL INTERNAL COMMITTEES:**      **7. k) Municipal Planning Commission**

**MOTION 24-10-729**      **MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Municipal Planning Commission** for a one year term – October 22, 2024 to October 2025.

- 1. Councillor Braun
- 2. Councillor Driedger

**CARRIED**

Councillor Wiebe left the meeting at 10:30 a.m.

**MOTION 24-10-730**      **MOVED** by Councillor Smith

That the following Members at Large be appointed to the **Municipal Planning Commission** for a one year term – October 22, 2024 to October 2025.

- 1. Erick Carter
- 2. Frank Fehr
- 3. Andrew O'Rourke

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**CARRIED**

**MOTION 24-10-731**

**MOVED** by Councillor Wardley

That Bylaw 563-06 the Establishment of a Municipal Planning Commission be brought back to a future council meeting with amendments.

**CARRIED**

**COUNCIL INTERNAL COMMITTEES:**

**7. I) Subdivision & Development Appeal Board**

**MOTION 24-10-732**

**MOVED** by Councillor Braun

That the **Subdivision & Development Appeal Board** Terms of Reference be amended as presented.

**CARRIED**

**EXTERNAL COMMITTEE REPRESENTATION:**

**8. a) Boreal Housing Foundation**

**MOTION 24-10-733**

**MOVED** by Councillor Driedger

That the following Councillors be appointed to the **Boreal Housing Foundation** for a one-year term – October 22, 2024 to October 2025.

- 1. Councillor Cardinal
- 2. Councillor Morris
- 3. Councillor Wardley

**CARRIED**

**EXTERNAL COMMITTEE REPRESENTATION:**

**8. b) Community Futures Northwest Alberta**

**MOTION 24-10-734**

**MOVED** by Deputy Reeve Sarapuk

That the following Councillor be appointed to the **Community Futures Northwest Alberta** for a one-year term – October 22, 2024 to October 2025.

- 1. Councillor Peters

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**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. c) Hay Zama Committee**

**MOTION 24-10-735**

**MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Hay Zama Committee** for a one-year term – October 22, 2024 to October 2025.

- 1. Reeve Knelsen
- 2. Councillor Wardley

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. d) La Crete Community Adult Learning Council**

**MOTION 24-10-736**

**MOVED** by Councillor Peters

That the following Councillor be appointed to the **La Crete Community Adult Learning Council** for a one-year term – October 22, 2024 to October 2025.

- 1. Councillor Braun

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. e) Mackenzie Applied Research Association (MARA)**

**MOTION 24-10-737**

**MOVED** by Councillor Peters

That the following Councillor be appointed to the **Mackenzie Applied Research Association (MARA)** for a one-year term – October 22, 2024 to October 2025.

- 1. Councillor Smith

**CARRIED**

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**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. f) Mackenzie Frontier Tourist Association (MFTA)**

**MOTION 24-10-738**

**MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Mackenzie Frontier Tourist Association (MFTA)** for a one-year term – October 22, 2024 to October 2025.

1. Councillor Cardinal
2. Councillor Wardley

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. g) Mackenzie Regional Community Policing Society**

**MOTION 24-10-739**

**MOVED** by Councillor Wardley

That the **Mackenzie Regional Community Policing Society** be removed from the External Committee list.

**CARRIED**

Reeve Knelsen recessed the meeting at 11:04 a.m., Councillor Driedger left the meeting at 11:05 a.m. and Reeve Knelsen reconvened the meeting at 11:21 a.m.

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. h) Mackenzie Regional Waste Management Commission**

**MOTION 24-10-740**

**MOVED** by Councillor Smith

That the **Mackenzie Regional Waste Management Commission** review be received for information.

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. i) Mighty Peace Watershed Alliance**

**MOTION 24-10-741**

**MOVED** by Deputy Reeve Sarapuk

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That the following Councillor be appointed to the **Mighty Peace Watershed Alliance** for a one-year term – October 22, 2024 to October 2025.

- 1. Councillor Cardinal

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. j) Northern Lakes College Community Education Committee**

**MOTION 24-10-742**

**MOVED** by Councillor Wardley

That the following Councillors be appointed to the **Northern Lakes College Community Education Committee** for a one-year term – October 22, 2024 to October 2025.

- 1. Fort Vermilion – Councillor Cardinal
- 2. High Level – Deputy Reeve Sarapuk
- 3. La Crete – Councillor Braun

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. k) Northwest Species at Risk Committee**

**MOTION 24-10-743**

**MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Northwest Species at Risk Committee** for a one-year term – October 22, 2024 to October 2025.

- 1. Councillor Cardinal
- 2. Councillor Wardley
- 3. Alternate - Councillor Smith

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. l) Regional Economic Development Initiative (REDI)**

**MOTION 24-10-744**

**MOVED** by Deputy Reeve Sarapuk

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That the following Councillors be appointed to the **Regional Economic Development Initiative** for a one-year term – October 24, 2024 to October 2025.

1. Reeve Knelsen
2. Councillor Wardley

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. m) Rural Health Professions Action Plan (RhPAP)**

**MOTION 24-10-745**

**MOVED** by Councillor Wardley

That the following Councillors be appointed to the **Rural Health Professions Action Plan** for a one-year term – October 22, 2024 to October 2025.

1. Councillor Cardinal
2. Councillor Peters
3. Councillor Smith

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. n) The Northern Lights Forest Education Society**

**MOTION 24-10-746**

**MOVED** by Councillor Braun

That the following Councillor be appointed to the **The Northern Lights Forest Education Society** for a one-year term – October 22, 2024 to October 2025.

1. Councillor Wardley

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. o) Upper Hay Regional Forest Public Advisory Committee**

**MOTION 24-10-747**

**MOVED** by Councillor Braun

That the following Councillors be appointed to the **Upper Hay Regional Forest Public Advisory Committee** for a one-year term – October 22, 2024 to October 2025.

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- 1. Councillor Cardinal
- 2. Councillor Wardley

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. p) Veterinary Services Incorporated (VSI)**

**MOTION 24-10-748**

**MOVED** by Councillor Cardinal

That the following Councillor be appointed to the **Veterinary Services Incorporated (VSI)** for a one-year term – October 22, 2024 to October 2025.

- 1. Councillor Smith
- 2. Alternate – Deputy Reeve Sarapuk

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. q) Water North Coalition (WNC)**

**MOTION 24-10-749**

**MOVED** by Councillor Smith

That the following Councillors be appointed to the **Water North Coalition (WNC)** for a one-year term – October 22, 2024 to October 2025.

- 1. Reeve Knelsen
- 2. Councillor Peters

**CARRIED**

**ABOLISHMENT OF  
COMMITTEES**

**6. a) Abolishment of Committees**

**MOTION 24-10-750**

**MOVED** by Councillor Wardley

That administration bring back information and the Terms of Reference to consider reinstating the Finance Committee.

**CARRIED**

**BYLAWS/ POLICIES:**

**9. a) Policy ADM050 Council/Administration Protocol**

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**MOTION 24-10-751**      **MOVED** by Councillor Wardley

That Policy ADM050 Council/Administration Protocol be amended as discussed.

**CARRIED**

**BYLAWS/POLICIES:**    **9. b) Bylaw 1312-23 Procedural Bylaw Review**

**MOTION 24-10-752**      **MOVED** by Councillor Smith

That Bylaw 1312-23 Procedural Bylaw be received for information.

**CARRIED**

**BYLAWS/ POLICIES:**    **9. c) Bylaw 1326-24 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members**

**MOTION 24-10-753**      **MOVED** by Councillor Wardley

That Bylaw 1326-24 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members be received for information.

**CARRIED**

**OTHER BUSINESS:**    **10. a) 2025 Council Meeting Dates**

**MOTION 24-10-754**      **MOVED** by Councillor Braun

That the 2025 Council meetings be scheduled as follows:

Date	Meeting Type	Location	Time
January 14, 2025	Regular	Fort Vermilion	10:00 a.m.
January 28, 2025	Committee of the Whole	Fort Vermilion	10:00 a.m.
January 29, 2025	Regular	Fort Vermilion	10:00 a.m.
February 11, 2025	Regular	Fort Vermilion	10:00 a.m.
February 26, 2025	Regular	Fort Vermilion	10:00 a.m.
March 11, 2025	Regular	Fort Vermilion	10:00 a.m.

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March 25, 2025	Committee of the Whole	Fort Vermilion	10:00 a.m.
March 26, 2025	Regular	Fort Vermilion	10:00 a.m.
April 7, 2025	Regular	Fort Vermilion	10:00 a.m.
April 23, 2025	Regular	Fort Vermilion	10:00 a.m.
May 6, 2025	Regular	Fort Vermilion	10:00 a.m.
May 21, 2025	Regular	Fort Vermilion	10:00 a.m.
June 11, 2025	Regular	Fort Vermilion	10:00 a.m.
June 24, 2025	Committee of the Whole	Fort Vermilion	10:00 a.m.
June 25, 2025	Regular	Fort Vermilion	10:00 a.m.
July 15, 2025	Committee of the Whole	Fort Vermilion	10:00 a.m.
July 16, 2025	Regular	Fort Vermilion	10:00 a.m.
August 12, 2025	Committee of the Whole	Fort Vermilion	10:00 a.m.
August 13, 2025	Regular	Fort Vermilion	10:00 a.m.
September 9, 2025	Regular	Fort Vermilion	10:00 a.m.
September 17, 2025	Regular	Fort Vermilion	10:00 a.m.
September 18, 2025	Budget Workshop	Fort Vermilion	10:00 a.m.
September 19, 2025	Budget Workshop	Fort Vermilion	10:00 a.m.
October 28, 2025	Organizational	Fort Vermilion	10:00 a.m.
October 29, 2025	Regular	Fort Vermilion	10:00 a.m.
November 4, 2025	Budget	Fort Vermilion	10:00 a.m.
November 5, 2025	Budget	Fort Vermilion	10:00 a.m.
November 12, 2025	Regular	Fort Vermilion	10:00 a.m.
November 25, 2025	Regular	Fort Vermilion	10:00 a.m.
November 26, 2025	Budget	Fort Vermilion	10:00 a.m.
November 27, 2025	Budget	Fort Vermilion	10:00 a.m.
December 9, 2025	Regular	Fort Vermilion	10:00 a.m.
December 10, 2025	Budget	Fort Vermilion	10:00 a.m.
December 17, 2025	Budget	Fort Vermilion	10:00 a.m.

**CARRIED**

**MOTION 24-10-755**  
 Requires Unanimous

**MOVED** by Councillor Wardley

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That the Budget Council Meeting be changed from October 29, 2024 to October 30, 2024 at 10:00 a.m.

**CARRIED UNANIMOUSLY**

**DESTRUCTION OF  
BALLOTS:**

**11. a) Destruction of Ballots**

None.

**ADJOURNMENT:**

**12. a) Adjournment**

**MOTION 24-10-756**

**MOVED** by Councillor Smith

That the Organizational Council meeting be adjourned at 12:11 p.m.

**CARRIED**

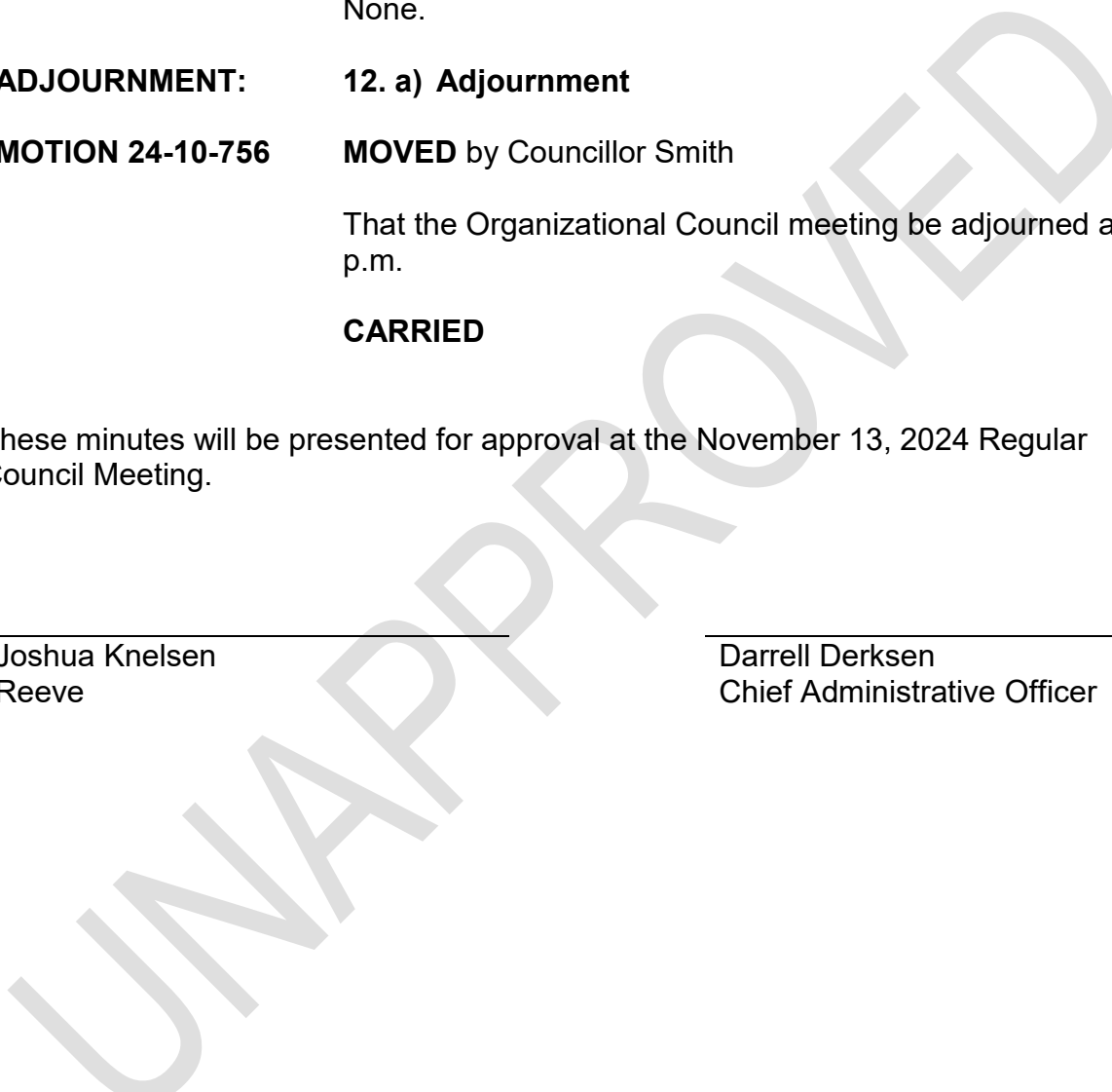
These minutes will be presented for approval at the November 13, 2024 Regular Council Meeting.

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Joshua Knelsen  
Reeve

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Darrell Derksen  
Chief Administrative Officer



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**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 18, 2024</b>
<b>Presented By:</b>	<b>Darrell Derksen, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the October 23, 2024 Regular Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the October 23, 2024 Regular Council Meeting are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

Approved Council Meeting minutes are posted on the County website.

**POLICY REFERENCES:**

**Author:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the October 23, 2024 Regular Council Meeting be adopted as presented.

**Author:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, October 23, 2024  
10:00 a.m.**

**Fort Vermilion Council Chambers  
Fort Vermilion, AB**

**PRESENT:** Joshua Knelsen Reeve  
Walter Sarapuk Deputy Reeve (joined the meeting at 10:51  
a.m.)  
Peter F. Braun Councillor  
Cameron Cardinal Councillor  
David Driedger Councillor (virtual, joined the meeting at  
11:34 a.m. and left the meeting at 2:09 p.m.)  
Eileen Morris Councillor (virtual, left the meeting at 11:04  
a.m. and rejoined the meeting virtually at  
12:53 p.m.)  
Ernest Peters Councillor  
Garrell Smith Councillor  
Lisa Wardley Councillor

**REGRETS:** Dale Wiebe Councillor

**ADMINISTRATION:** Darrell Derksen Chief Administrative Officer  
Don Roberts Director of Community Services  
Jennifer Batt Director of Finance  
Andy Banman Director of Operations  
Caitlin Smith Director of Planning and Development  
John Zacharias Director of Utilities  
Louise Flooren Manager of Legislative & Support Services/  
Recording Secretary  
Landon Driedger Agricultural Fieldman

**ALSO PRESENT:** (Zoom) Minister of Energy and Minerals, Honourable Brian Jean  
(Zoom) Policy Advisor, Ministry of Energy and Minerals Ahmad (AJ)  
Jebara  
Royal Canadian Mounted Police Staff Sergeant, Kevin Wright  
Corporal, Matthew MacDonald

Minutes of the Regular Council Meeting for Mackenzie County held on October 23, 2024 in the Council Chambers at the Fort Vermilion County Office.

**CALL TO ORDER: 1. a) Call to Order**

\_\_\_\_\_  
\_\_\_\_\_

Reeve Knelsen called the meeting to order at 10:00 a.m.

**AGENDA:**

**2. a) Adoption of Agenda**

**MOTION 24-10-757**

**MOVED** by Councillor Cardinal

That the agenda be adopted with the following addition:

10. b) Budget Amendment – Jaws of Life – Spreader

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the October 16, 2024 Regular Council Meeting**

**MOTION 24-10-758**

**MOVED** by Councillor Braun

That the minutes of the October 16, 2024 Regular Council Meeting be adopted as presented.

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. b) Business Arising out of the Minutes**

None.

**CLOSED MEETING:**

**4. a) Closed Meeting**

**MOTION 24-10-759**

**MOVED** by Councillor Smith

That Council move into a closed meeting at 10:02 a.m. to discuss the following:

- 4.a) Frontier Veterinary Service Contract Renewal (FOIP Section 25)
- 4.b) Land Sales (FOIP Sections 23, 24, 25 and 27)
- 4.c) CAO Report (FOIP Sections 16, 17, 23 and 24)

**CARRIED**

The following individuals were present during the closed meeting discussion. (MGA Section 197)

- All Councillors Present excluding Deputy Reeve Sarapuk, Councillor Driedger and Councillor Wiebe

- Darrell Derksen, Chief Administrative Officer
- Don Roberts, Director of Community Services
- Jennifer Batt, Director of Finance
- Andy Banman, Director of Operations
- Caitlin Smith, Director of Planning and Development
- John Zacharias, Director of Utilities
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary
- Landon Driedger, Agricultural Fieldman

Administration left the meeting at 10:10 a.m. excluding Darrell Derksen, Chief Administrative Officer and Caitlin Smith, Director of Planning & Development.

Deputy Reeve Sarapuk joined the meeting at 10:51 a.m., Councillor Morris left the meeting at 11:04 a.m.

Caitlin Smith, Director of Planning & Development left the meeting 11:24 a.m.

**MOTION 24-10-760**

**MOVED** by Councillor Peters

That Council move out of a closed meeting at 11:34 a.m.

**CARRIED**

Councillor Driedger joined the meeting virtually at 11:34 a.m.

**DELEGATIONS:**

**7. a) Minister of Energy and Minerals the Honourable Brian Jean (Zoom - 11:30 a.m.)**

**MOTION 24-10-761**

**MOVED** by Councillor Cardinal

That the discussion with the Honourable Brian Jean, Minister of Energy and Minerals be received for information.

**CARRIED**

**CLOSED MEETING:**

**4. a) Frontier Veterinary Service Contract Renewal**

**MOTION 24-10-762**

**MOVED** by Councillor Smith

That the current agreement between Frontier Veterinary Services Ltd. and Mackenzie County be renewed for a period of two years.

\_\_\_\_\_  
\_\_\_\_\_

**CARRIED**

**CLOSED MEETING: 4. b) Land Sales**

**MOTION 24-10-763 MOVED** by Councillor Braun

That Council agrees with the appraised value for Plan 792 1881, Block 18, Lot 01 and direct administration to proceed with the offer to purchase.

**CARRIED**

Reeve Knelsen recessed the meeting at 12:00 p.m., Councillor Morris rejoined the meeting virtually at 12:53 p.m. and Reeve Knelsen reconvened the meeting at 1:11 p.m.

**TENDERS: 5. a) None**

**PUBLIC HEARINGS: 6. a) None**

**GENERAL REPORTS: 8. a) None**

**AGRICULTURE SERVICES: 9. a) None**

**COMMUNITY SERVICES: 10. a) Fort Vermilion Library Building**

**MOTION 24-10-764 MOVED** by Councillor Wardley

That administration proceed with renting out space formally used by the Fort Vermilion Community Support Services in the Fort Vermilion Library building located at 5103 River Road and bring back the 1277-23 Fee Schedule Bylaw to a future Council Meeting.

**CARRIED**

**COMMUNITY SERVICES: 10. b) Budget Amendment – Jaws of Life – Spreader (ADDITION)**

**MOTION 24-10-765 MOVED** by Councillor Braun  
Requires Unanimous

\_\_\_\_\_  
\_\_\_\_\_

That the 2024 Capital Budget be amended by \$15,500 for the Jaws of Life – Spreader Capital project, with funds coming from the La Crete Fire Department Operating Budget.

**CARRIED UNANIMOUSLY**

**FINANCE: 11. a) Financial Reports – January – September 2024**

**MOTION 24-10-766 MOVED** by Deputy Reeve Sarapuk

That the financial reports for January to September 2024 be received for information.

**CARRIED**

**FINANCE: 11. b) MasterCard Statements –August 2024**

**MOTION 24-10-767 MOVED** by Councillor Peters

That the MasterCard statements for August 2024 be received for information.

**CARRIED**

**FINANCE: 11. c) Bylaw 1351-24 Remuneration for Volunteer Fire Fighters**

**MOTION 24-10-768 MOVED** by Councillor Braun

That first reading be given to Bylaw 1351-24 Remuneration for Volunteer Fire Fighters Bylaw.

**CARRIED**

**MOTION 24-10-769 MOVED** by Deputy Reeve Sarapuk

That second reading be given to Bylaw 1351-24 Remuneration for Volunteer Fire Fighters Bylaw.

**CARRIED**

**MOTION 24-10-770 MOVED** by Councillor Wardley  
Requires Unanimous

That consideration be given to third reading be given to Bylaw 1351-24 Remuneration for Volunteer Fire Fighters Bylaw.

\_\_\_\_\_  
\_\_\_\_\_

**CARRIED UNANIMOUSLY**

**MOTION 24-10-771**      **MOVED** by Councillor Cardinal

That third reading be given to Bylaw 1351-24 Remuneration for Volunteer Fire Fighters Bylaw.

**CARRIED**

**FINANCE:**                      **11. d) Budget Amendment – Laundry Facility – Zama Campground**

**MOTION 24-10-772**      **MOVED** by Councillor Braun  
Requires 2/3

That the 2024 Capital Budget be amended by \$590 for the Laundry Facility Capital project, with funds coming from the Zama Recreation Society.

**CARRIED**

**OPERATIONS:**                      **12. a) Northridge Subdivisions Access Extension Requests**

**MOTION 24-10-773**      **MOVED** by Councillor Braun

That current and future requests to alter and/or extend accesses will be denied on the Southside of 105<sup>th</sup> Avenue in Hamlet of La Crete due to surface water drainage issues in the area.

**CARRIED**

**OPERATIONS:**                      **12. b) Playground Zone Signage for Sand Hills Elementary & Reinland Christian School**

**MOTION 24-10-774**      **MOVED** by Councillor Peters

That administration bring back Bylaw 1229-21 School Zones and Other Speed Zones to reflect the signs on 94<sup>th</sup> Avenue within the Hamlet of La Crete and bring back recommendations to add lunch hours to all school zones.

**CARRIED**

**UTILITIES:**                      **13. a) None**

\_\_\_\_\_  
\_\_\_\_\_



**PLANNING &  
DEVELOPMENT:**

**14. a) Invest Alberta/Xperience Alberta 2025 Edition  
Magazine Advertising (EDA) – Forest Capital of  
Canada**

**MOTION 24-10-775**

**MOVED** by Councillor Wardley

That Mackenzie County Council receives the Invest Alberta/Xperience Alberta magazine advertising for information.

**CARRIED**

**ADMINISTRATION:**

**15. a) None**

**COMMITTEE OF THE  
WHOLE ITEMS:**

**16. a) None**

**COUNCIL  
COMMITTEE  
REPORTS:**

**17. a) Council Committee Reports (Verbal)**

Councillor Driedger left the meeting at 2:09 p.m.

**MOTION 24-10-776**

**MOVED** by Deputy Reeve Sarapuk

That the Council Committee Reports (verbal) be received for information.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

**17. b) Community Services Committee Meeting Minutes**

**MOTION 24-10-777**

**MOVED** by Councillor Wardley

That the approved Community Services Committee meeting minutes of May 2, 2024, June 13, 2024 and August 21, 2024 be received for information.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**

**18. a) Information/Correspondence**

**MOTION 24-10-778**

**MOVED** by Councillor Braun

\_\_\_\_\_  
\_\_\_\_\_

That the information/correspondence items be accepted for information purposes.

**CARRIED**

**CLOSED MEETING: 4. a) Closed Meeting**

**MOTION 24-10-779 MOVED** by Councillor Smith

That Council move into a closed meeting at 2:25 p.m. to discuss the following:

- 4.c) CAO Report (*FOIP Sections 16, 17, 23 and 24*)

**CARRIED**

The following individuals were present during the closed meeting discussion. (*MGA Section 197*)

- All Councillors Present excluding Councillor Driedger and Councillor Wiebe
- Darrell Derksen, Chief Administrative Officer

**MOTION 24-10-780 MOVED** by Councillor Smith

That Council move out of a closed meeting at 2:39 p.m.

**CARRIED**

**NOTICE OF MOTION: 19. a) None**

**NEXT MEETING DATES: 20. a) Next Meeting Dates**

Budget Council Meeting  
October 30, 2024  
10:00 a.m.  
Fort Vermilion Council Chambers

Regular Council Meeting  
November 13, 2024  
10:00 a.m.  
Fort Vermilion Council Chambers

\_\_\_\_\_  
\_\_\_\_\_

**ADJOURNMENT: 21. a) Adjournment**

**MOTION 24-10-781 MOVED** by Councillor Braun

That the Council meeting be adjourned at 2:39 p.m.

**CARRIED**

These minutes will be presented for approval at the November 13, 2024 Regular Council Meeting.

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Joshua Knelsen  
Reeve

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Darrell Derksen  
Chief Administrative Officer

UNAPPROVED

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**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 18, 2024</b>
<b>Presented By:</b>	<b>Darrell Derksen, Chief Administrative Officer</b>
<b>Title:</b>	<b>Minutes of the October 30, 2024 Budget Council Meeting</b>

**BACKGROUND / PROPOSAL:**

Minutes of the October 30, 2024 Budget Council Meeting are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

Approved Council Meeting minutes are posted on the County website.

**POLICY REFERENCES:**

**Author:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the minutes of the October 30, 2024 Budget Council Meeting be adopted as presented.

**Author:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** \_\_\_\_\_

**MACKENZIE COUNTY  
BUDGET COUNCIL MEETING**

**Wednesday, October 30, 2024  
10:00 a.m.**

**Fort Vermilion Council Chambers  
Fort Vermilion, AB**

**PRESENT:**

Joshua Knelsen	Reeve (virtual)
Walter Sarapuk	Deputy Reeve
Peter F. Braun	Councillor
Cameron Cardinal	Councillor (virtual, joined the meeting in person at 12:50 p.m.)
David Driedger	Councillor
Eileen Morris	Councillor (virtual, joined the meeting at 10:21 a.m. and left the meeting at 12:05 p.m.)
Ernest Peters	Councillor
Garrell Smith	Councillor
Lisa Wardley	Councillor (virtual)
Dale Wiebe	Councillor

**REGRETS:**

<b>ADMINISTRATION:</b>	Darrell Derksen	Chief Administrative Officer
	Don Roberts	Director of Community Services
	Jennifer Batt	Director of Finance
	Andy Banman	Director of Operations
	Caitlin Smith	Director of Planning and Development
	John Zacharias	Director of Utilities
	Willie Schmidt	Fleet Maintenance Manager
	Louise Flooren	Manager of Legislative & Support Services/ Recording Secretary
	Landon Driedger	Agricultural Fieldman

**ALSO PRESENT:**

Minutes of the Regular Council Meeting for Mackenzie County held on October 30, 2024 in the Council Chambers at the Fort Vermilion County Office.

**CALL TO ORDER: 1. a) Call to Order**

Deputy Reeve Sarapuk called the meeting to order at 10:00 a.m.

\_\_\_\_\_  
\_\_\_\_\_

**AGENDA: 2. a) Adoption of Agenda**

**MOTION 24-10-782 MOVED** by Councillor Braun

That the agenda be adopted with the following change:

11. d) 2025 Administration Conference, Workshop and Training Budget Requests be moved to the Closed Meeting portion 4. a)

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES: 3. a) None**

**DELEGATIONS: 7. a) None**

**TENDERS: 5. a) None**

**PUBLIC HEARINGS: 6. a) None**

**GENERAL REPORTS: 8. a) None**

**AGRICULTURE SERVICES: 9. a) None**

**COMMUNITY SERVICES: 10. a) None**

**FINANCE: 11. a) Draft 2025 Operating Budget**

Councillor Morris joined the meeting virtually at 10:22 a.m.

Deputy Reeve Sarapuk recessed the meeting at 11:07 a.m. and reconvened the meeting at 11:22 a.m.

**MOTION 24-10-783 MOVED** by Councillor Braun  
Requires 2/3

That the 2025 Draft Operating Budget be amended by Tracking Sheet Change #1.

**CARRIED**



**FINANCE: 11. b) 2025 Operating Budget Reserve Allocations and Draws**

**MOTION 24-10-784** **MOVED** by Councillor Peters  
Requires 2/3

That the 2025 allocations and draws from various reserves be approved as presented.

**CARRIED**

Deputy Reeve Sarapuk recessed meeting at 12:05 p.m., Councillor Morris left the meeting, Deputy Reeve Sarapuk reconvened the meeting at 12:43 p.m.

**FINANCE: 11. c) Organizational Chart**

**MOTION 24-10-785** **MOVED** by Councillor Driedger

That the Organizational Chart be amended as discussed.

**CARRIED**

**FINANCE: 11. e) Review 2025 One Time Projects**

**MOTION 24-10-786** **MOVED** by Reeve Knelsen  
Requires 2/3

That administration incorporates the approved 2025 One Time Projects into the Draft 2025 Operating budget as follows:

1. Rural Traffic Counts - \$75,000
2. Aerial Imagery - \$150,000
3. Planning for Tompkins River Crossing - \$100,000

**CARRIED**

**FINANCE: 11. f) Local Growth and Sustainability Grant**

**MOTION 24-10-787** **MOVED** by Councillor Wardley

That administration work with MPA Engineering and proceed with applying for a \$6 million bridge replacement project over 3 years under the Local Growth and Sustainability Grant.

**CARRIED**

\_\_\_\_\_  
\_\_\_\_\_

Deputy Reeve Sarapuk recessed the meeting at 2:20 p.m. and reconvened the meeting at 2:33 p.m.

**OPERATIONS:** 12. a) None

**UTILITIES:** 13. a) None

**PLANNING & DEVELOPMENT:** 14. a) None

**ADMINISTRATION:** 15. a) None

**COMMITTEE OF THE WHOLE ITEMS:** 16. a) None

**COUNCIL COMMITTEE REPORTS:** 17. a) None

**INFORMATION/ CORRESPONDENCE:** 18. a) None

**NOTICE OF MOTION:** 19. a) None

**CLOSED MEETING:** 4. a) Closed Meeting

**MOTION 24-10-788** **MOVED** by Councillor Smith

That Council move into a closed meeting at 2:33 p.m. to discuss the following:

- 4.a) 2025 Administration Conference, Workshop and Training Budget Requests (*FOIP Sections 23, 24 and 27*)

**CARRIED**

The following individuals were present during the closed meeting discussion. (*MGA Section 197*)

- All Councillors Present excluding Councillor Morris
- Darrell Derksen, Chief Administrative Officer

**MOTION 24-10-789** **MOVED** by Councillor Driedger

That Council move out of a closed meeting at 3:02 p.m.

\_\_\_\_\_  
\_\_\_\_\_

**CARRIED**

**MOTION 24-10-790**  
Requires 2/3

**MOVED** by Councillor Braun

That the 2025 Administration Conference, Workshop and Training Budget Requests be approved as discussed.

**CARRIED**

**NEXT MEETING DATES:**

**20. a) Next Meeting Dates**

**MOTION 24-10- 791**  
Requires Unanimous

**MOVED** by Councillor Smith

That the Regular Council Meeting scheduled on Wednesday, November 13, 2024 be changed to Monday, November 18, 2024.

**CARRIED UNANIMOUSLY**

Regular Council Meeting  
November 18, 2024  
10:00 a.m.  
Fort Vermilion Council Chambers

Budget Council Meeting  
November 19, 2024  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

**21. a) Adjournment**

**MOTION 24-10-792**

**MOVED** by Councillor Driedger

That the Council meeting be adjourned at 3:07 p.m.

**CARRIED**

These minutes will be presented for approval at the November 13, 2024 Regular Council Meeting.

\_\_\_\_\_  
Joshua Knelsen  
Reeve

\_\_\_\_\_  
Darrell Derksen  
Chief Administrative Officer





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 18, 2024</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>ADM051 Facility Rental Policy- Amendment</b>

## **BACKGROUND / PROPOSAL:**

### ***Motion 24-10-764***

*That administration proceed with renting out space formally used by the Fort Vermilion Community Support Services in the Fort Vermilion Library building located at 5103 River Road and bring back the 1277-23 Fee Schedule Bylaw to a future Council Meeting.*

Administration identified the need to amend the Facility Rental Policy prior/concurrently to amending the Fee Schedule Bylaw to address the above motion regarding the rental of space within the Fort Vermilion Library building.

## **OPTIONS & BENEFITS:**

### Option 1

Approve the Facility Rental Policy as presented.

### Option 2

Approve the Facility Rental Policy as amended.

## **COSTS & SOURCE OF FUNDING:**

FCSS – Lease Agreement - \$18,000/year

Possible rate could be set at \$2,000- \$3,000/month

**Author:** D. Roberts      **Reviewed by:** \_\_\_\_\_      **CAO:** D. Derksen

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

ADM051 Facility Rental Policy

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That ADM051 Facility Rental Policy be amended as presented.

**Author:** D. Roberts      **Reviewed by:** \_\_\_\_\_      **CAO:** D. Derksen

## Mackenzie County

<b>Title</b>	<b>Facility Rental Policy</b>	<b>Policy No:</b>	<b>ADM051</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act</b>
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### **Purpose**

To establish a guideline for the County's facilities rental.

### **Policy Statement:**

The County owns various facilities in the Hamlets. In order to provide space options when no other private alternative exist, whenever possible the County may rent or lease a facility to government organizations, non-profit groups, individuals, or entrepreneurs on a day-use or long term basis.

### **Guidelines/Procedures:**

1. The following facilities may be made available for rent:

<b>Facility</b>	<b>Day Use</b>	<b>Long Term Rent</b>
Fort Vermilion Corporate Office Boardroom/Meeting Rooms	<input checked="" type="checkbox"/>	N/A
La Crete Municipal Office Boardroom/Meeting Room	<input checked="" type="checkbox"/>	N/A
La Crete Municipal Office – RCMP Office	N/A	<input checked="" type="checkbox"/>
Zama Cornerstone Building - Boardroom 102	<input checked="" type="checkbox"/>	N/A
Zama Cornerstone Building - Rooms 112, 113, 115, 116, 117, 119, 120 <i>Note: day use will be based on availability and on first come first serve basis.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Zama Trailers	N/A	<input checked="" type="checkbox"/>
<b>Fort Vermilion Library –Room Rental (Former FCSS Space)</b>	<b>N/A</b>	<input checked="" type="checkbox"/>

2. Rental Priority

- a. Rental priority shall be given to a government agency and/or a non-profit group.

### 3. Day Use – Office Space

- a. A fee shall be charged as established by Council in the Fee Schedule Bylaw under Boardroom Rental. The Fee does not include the use of any office equipment, office resources, or supplies.
- b. The users shall be responsible for obtaining and producing to the County any permits or insurance as may be required based on the nature of a function.

### 4. Long Term Rentals - Residential

- a. A fee shall be charged as established by Council in the Fee Schedule Bylaw under Zama Mobile Home Rentals. The Fee will include utilities (Water, Gas, Power)
- b. Potential renters must complete an “Application to Rent” form.
- c. All applications will be reviewed by Administration and selection will be made in the best interest of Mackenzie County.
- d. Term of all Mobile Home rentals shall be no less than Three (3) months.
- e. A renter shall be required to enter into a formal rental agreement with the County.
- f. Subletting will not be permitted.
- g. A damage deposit shall be charged as established by Council in the Fee Schedule Bylaw under Zama Mobile Home Rentals and will be due upon entering a rental agreement.
- h. A nonrefundable fee for cleaning/steam cleaning of the mobile home, upon renter vacating, shall be charged as established by Council in the Fee Schedule Bylaw under Zama Mobile Home Rentals and will be due upon entering into the rental agreement.
- i. A nonrefundable fee for Pets shall be charged as established by Council in the Fee Schedule Bylaw under Zama Mobile Home Rentals and will be due upon entering a rental agreement.



- j. The County will carry insurance for the buildings and the renters shall be required to carry and provide proof of insurance for their contents or liability (if applicable)
- k. The County shall be responsible for all regular repair and maintenance costs of the facilities. Any other damage created by the renter shall be the responsibility of the renter.
- l. Mackenzie County will be responsible for basic furnishings.
- m. The renters shall be responsible for notifying the County of any malfunction (leaky toilets, leaky taps, etc.)
- n. Failure to pay any fees and charges within 30 (thirty) days of date of invoice shall be considered breach of the lease agreement and a renter shall be requested to vacate the County’s premises immediately.

5. Long Term Rentals – Non-Residential

- a. Office Space rental fees shall be charged at the market value for similar facilities. The fee shall be charged on a monthly basis. The fee shall be inclusive of utilities and janitorial services.
- b. Individual agreements shall be implemented on an as needed basis.

6. Administrative Responsibilities

- a. The Chief Administrative Officer or Designate shall be responsible for monitoring compliance with this policy.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<del>12-Jun-12</del> 2012-06-12	12-06-407
<b>Amended</b>	<del>25-Feb-15</del> 2015-02-25	15-02-141
<b>Amended</b>	<del>14-Sep-21</del> 2021-09-14	21-09-639
<b>Amended</b>	2024-11-18	





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 18, 2024</b>
<b>Presented By:</b>	<b>Don Roberts, Director of Community Services</b>
<b>Title:</b>	<b>Golf Carts On Municipal Roads - Pilot Project</b>

**BACKGROUND / PROPOSAL:**

Administration was requested to look into this Pilot Program and provide information to Council

The Pilot Program allows for the Operation of Golf Carts on Municipal roads by providing Exemptions to Alberta Highway Traffic Act.

The Pilot program does require the following:

1. Registration in the Pilot Program
2. The Creation of a Bylaw that must (Section 4 of attached)
  - a. Indicating designated roads,
  - b. Creation of a Permit.
  - c. The requirement to set a fee for the permit.
  - d. Rules for Parking on Roads
  - e. Contravention of Bylaw (Penalties.)
3. The erection of signage on roads is required prior to the bylaw coming into force.
4. And the submission of the Bylaw to the Registrar for approval.

Operator Rules.

1. A person shall not operate a golf cart on a highway except on a designated highway.
2. A person shall not park a golf cart on a designated highway unless authorized by a golf cart bylaw.

**Author:** D. Roberts      **Reviewed by:** \_\_\_\_\_      **CAO:** D. Derksen

3. A person shall not operate a golf cart on a designated highway except in accordance with
  - (a) this Regulation, and
  - (b) a golf cart bylaw that has a subsisting approval of the
  - (c) Registrar under section 8.
4. A person shall not operate a golf cart on a designated highway in a participating municipality unless there is a subsisting golf cart permit issued by the participating municipality in respect of the golf cart.
5. A person who is less than 14 years old shall not operate a golf cart on a designated highway.
6. A person shall not operate a golf cart on a designated highway during nighttime.
7. A person shall not operate a golf cart on a designated highway if the number of passengers in the golf cart exceeds the number of passenger seats available.
8. A person shall not use a golf cart to tow vehicles or equipment on a designated highway.

**OPTIONS & BENEFITS:**

Option 1

Receive For Information

Option 2

Direct Administration to Register Mackenzie County in the Pilot Program, Develop a Golf Cart and bring it back to Council for Approval.

**COSTS & SOURCE OF FUNDING:**

**COMMUNICATION / PUBLIC PARTICIPATION:**

**POLICY REFERENCES:**

Traffic Safety Act - Alberta Regulation 114/2024

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

Receive for Information.

Author: D. Roberts      Reviewed by: \_\_\_\_\_      CAO: D. Derksen



Province of Alberta

## TRAFFIC SAFETY ACT

# PILOT PROJECT (GOLF CARTS) REGULATION

### **Alberta Regulation 114/2024**

With amendments up to and including Alberta Regulation 153/2024

Current as of September 11, 2024

### Office Consolidation

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### **Note**

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(Consolidated up to 153/2024)

**ALBERTA REGULATION 114/2024**

**Traffic Safety Act**

**PILOT PROJECT (GOLF CARTS) REGULATION**

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**Definitions**

**1** In this Regulation,

- (a) “Act” means the *Traffic Safety Act*;
- (b) “designated highway” means a highway that has been designated by a participating municipality in accordance with this Regulation as a highway on which a person may operate a golf cart and includes a crossing location;
- (c) “golf cart” means a 4-wheel motor vehicle that

- (i) is designed by a manufacturer primarily for use on golf courses or paved surfaces,
- (ii) cannot attain a speed of more than 40 km/h on a paved level surface,
- (iii) has a structure that
  - (A) partially or fully encloses its operator and passengers, and
  - (B) is not less than 1.2 m above the ground,and
- (iv) has a gross vehicle weight rating of less than 1361 kg;
- (d) “golf cart bylaw” means a bylaw made by a participating municipality under this Regulation respecting golf cart use on designated highways within that municipality;
- (e) “golf cart permit” means a written authorization in any form that
  - (i) is issued by a participating municipality, and
  - (ii) authorizes the operation of a golf cart on designated highways in the participating municipality;
- (f) “manufacturer” means a person engaged in the business of
  - (i) designing golf carts, and
  - (ii) building golf carts or producing kits to build golf carts;
- (g) “nighttime” means the period commencing one hour after sunset and ending one hour before the following sunrise;
- (h) “participating municipality” means a municipality with a golf cart bylaw in effect;
- (i) “subsisting” when used in relation to a golf cart permit or an approval of the Registrar means that, at the relevant time, the golf cart permit or the approval of the Registrar is current and has not expired nor been suspended or cancelled.

AR 114/2024 s1;153/2024



**Application**

**2** This Regulation does not apply with respect to a golf cart that is a commercial vehicle unless the commercial vehicle is owned by a participating municipality and is operated by an employee of the participating municipality in the course of the employee's employment.

**Golf cart pilot project established**

**3** A project is established to evaluate the use of golf carts on highways.

**Municipal bylaw**

**4(1)** In accordance with this section, if a municipality determines that it is advisable to participate in the project established in section 3, a municipality may make a bylaw respecting golf cart use on highways within the municipality.

**(2)** Notwithstanding section 16 of the Act, a golf cart bylaw must

- (a) designate highways on which a person may operate a golf cart,
- (b) include the provisions required under section 6, and
- (c) provide for a system of permits for golf carts that operate on designated highways.

**(3)** Notwithstanding section 16 of the Act, a golf cart bylaw may

- (a) designate or provide for the designation of highways on which a person may park a golf cart,
- (b) include duties, obligations, prohibitions and requirements respecting golf carts that are equal to or greater than the duties, obligations, prohibitions and requirements in this Regulation,
- (c) impose a fee for a golf cart permit,
- (d) specify that a contravention of or a failure to comply with the golf cart bylaw is an offence, and
- (e) prescribe or otherwise provide for penalties with respect to the contravention of the golf cart bylaw.

**(4)** Notwithstanding the limit related to the direction, control and management of highways in section 13 of the Act, a municipality may make a golf cart bylaw respecting golf carts on

- (a) a highway under the municipality's direction, control and management, and
  - (b) a provincial highway as defined in the *Highways Development and Protection Act* that is in the municipality.
- (5) A municipality making a golf cart bylaw shall ensure that signs are erected in accordance with section 13 before the municipality's golf cart bylaw comes into force.
- (6) A golf cart bylaw must come into force on a date that is on or after the date of the approval of the Registrar under section 8.
- (7) A golf cart bylaw has no effect unless there is a subsisting approval by the Registrar under section 8.
- (8) A golf cart bylaw must comply with this Regulation.

#### **Use on low-speed highways only**

- 5(1)** Subject to subsection (2), when, in a golf cart bylaw, a municipality designates a highway on which a person may operate a golf cart, the municipality shall not designate a highway with a maximum speed limit higher than 50 km/h.
- (2) In a golf cart bylaw, a municipality may designate a location where a golf cart operator may drive the golf cart across a highway that has a maximum speed limit higher than 50 km/h.

#### **Registrar bylaw requirements**

- 6(1)** The Registrar may specify provisions that are required to be included in a golf cart bylaw.
- (2) The Registrar shall publish the required provisions, if any, on the website of the Minister's Department.

#### **Changes to Registrar bylaw requirements**

- 7(1)** The Registrar may add, remove and modify provisions that a municipality is required to include in a golf cart bylaw under section 6.
- (2) If the Registrar has approved a golf cart bylaw, the Registrar shall notify the participating municipality in writing of the additions, removals or modifications under subsection (1).

**Submission to and approval of Registrar**

**8(1)** A municipality shall submit a golf cart bylaw made by the municipality to the Registrar for approval.

**(2)** With the golf cart bylaw, the municipality shall submit to the Registrar

- (a) a document that, in relation to highways designated for golf cart operation,
  - (i) explains why the highways were selected for designation in the golf cart bylaw, and
  - (ii) demonstrates consideration of
    - (A) collision statistics for the designated highways,
    - (B) traffic volume for the designated highways, and
    - (C) whether the designated highways are primarily used for local or recreational traffic,

and

- (b) any additional information or documents requested by the Registrar.

**(3)** The Registrar may approve the golf cart bylaw if

- (a) the Registrar is satisfied with the golf cart bylaw and with the information and documents provided under subsection (2),
- (b) the bylaw complies with this Regulation, and
- (c) in the opinion of the Registrar, it is in the public interest to approve the golf cart bylaw.

**(4)** The Registrar shall provide written notice to the municipality of the Registrar's decision to approve or not to approve the bylaw.

**Exemptions**

**9(1)** Subject to subsection (3), if a golf cart has a subsisting golf cart permit issued under a golf cart bylaw that has a subsisting approval of the Registrar, a person operating the golf cart is exempt from

- (a) section 51 of the Act and all requirements related to operator's licences in the Act or the regulations under the Act,

- (b) section 52 of the Act and all requirements related to registration in the Act or the regulations under the Act,
- (c) section 53 of the Act and all requirements related to licence plates in the Act or the regulations under the Act,
- (d) section 54 of the Act and all requirements related to insurance in the Act or the regulations under the Act,
- (e) the *Operator Licensing and Vehicle Control Regulation* (AR 320/2002), except Part 5 of that Regulation,
- (f) the *Vehicle Equipment Regulation* (AR 122/2009), and
- (g) Division 13 of Part 1 of the *Use of Highway and Rules of the Road Regulation* (AR 304/2002).

**(2)** Subject to subsection (3), if a golf cart

- (a) has a subsisting golf cart permit issued under a golf cart bylaw that has a subsisting approval of the Registrar, and
- (b) does not have signalling devices, head lamps, stop lamps and hazard warning lamps that comply with the *Vehicle Equipment Regulation* (AR 122/2009),

a person operating the golf cart is exempt from all signalling, headlamp, stop lamp and hazard warning lamp requirements of the *Use of Highway and Rules of the Road Regulation* (AR 304/2002), including sections 9, 10, 11, 15(2), 24, 35, 49 and 88(2).

**(3)** The exemptions in subsections (1) and (2) only apply if the golf cart is being operated

- (a) on a designated highway within the participating municipality that issued the golf cart permit for the golf cart,
- (b) in compliance with this Regulation, and
- (c) in compliance with the golf cart bylaw of the participating municipality that issued the golf cart permit.

**Amendment or repeal of bylaw**

**10(1)** Subject to subsections (2) and (3), if a participating municipality amends a golf cart bylaw approved under section 8, the participating municipality shall submit the amendment to the Registrar for approval in accordance with section 8.

- (2) If an amendment to a golf cart bylaw by a participating municipality only removes the designation of a highway for golf cart operation or parking,
- (a) the participating municipality shall notify the Registrar of the amendment within 30 days of the amendment coming into force, and
  - (b) the approval of the Registrar is not required for the amendment.
- (3) If a participating municipality repeals the golf cart bylaw and does not replace it with a new golf cart bylaw,
- (a) the participating municipality shall notify the Registrar of the repeal within 30 days of the repeal, and
  - (b) the approval of the Registrar is not required for the repeal.
- (4) If an approval of the Registrar is required for an amendment to a golf cart bylaw, the amendment to the golf cart bylaw has no effect unless approved by the Registrar in accordance with section 8.

**Amendment due to change  
in Registrar requirements**

- 11(1)** Subject to subsection (2), if
- (a) a participating municipality has a golf cart bylaw approved under section 8, and
  - (b) under section 7, the Registrar adds or modifies the provisions that a municipality is required to include in a golf cart bylaw,
- the participating municipality shall amend its golf cart bylaw to comply with the additional or modified requirements and submit the golf cart bylaw amendment to the Registrar for approval in accordance with section 8.
- (2) If the change in the requirements of the Registrar only removes a provision that a participating municipality is required to include in its golf cart bylaw under section 7, subsection (1) does not apply.
- (3) If an amendment to a golf cart bylaw is required under subsection (1), the amendment to the golf cart bylaw has no effect unless approved by the Registrar in accordance with section 8.
- (4) If a participating municipality does not submit an amendment to its golf cart bylaw to the Registrar for approval within 60 days of

a notice under section 7(2) of a change in provision requirements, the Registrar may suspend or cancel the Registrar's approval of the golf cart bylaw.

(5) Section 12(2) to (4) apply to a suspension and a cancellation under subsection (4).

#### **Suspension or cancellation of Registrar's approval**

**12(1)** The Registrar may suspend or cancel the approval of a golf cart bylaw under section 8.

(2) The Registrar shall give notice in writing of the suspension or cancellation to the municipality.

(3) If the Registrar has suspended the approval of a golf cart bylaw, the Registrar may, on notice in writing to the participating municipality,

- (a) cancel the Registrar's approval of the bylaw, or
- (b) end the suspension.

(4) If the approval of the Registrar is suspended or cancelled, the golf cart bylaw has no effect and the municipality shall notify a person with a golf cart permit that the golf cart bylaw has no effect.

#### **Sign requirement**

**13** A participating municipality shall erect signs at locations determined by the participating municipality indicating that there may be golf carts on highways in the participating municipality.

#### **Prohibitions and obligations**

**14(1)** A person shall not operate a golf cart on a highway except on a designated highway.

(2) A person shall not park a golf cart on a designated highway unless authorized by a golf cart bylaw.

(3) A person shall not operate a golf cart on a designated highway except in accordance with

- (a) this Regulation, and
- (b) a golf cart bylaw that has a subsisting approval of the Registrar under section 8.

- (4) A person shall not operate a golf cart on a designated highway in a participating municipality unless there is a subsisting golf cart permit issued by the participating municipality in respect of the golf cart.
- (5) A person who is less than 14 years old shall not operate a golf cart on a designated highway.
- (6) A person shall not operate a golf cart on a designated highway during nighttime.
- (7) A person shall not operate a golf cart on a designated highway if the number of passengers in the golf cart exceeds the number of passenger seats available.
- (8) A person shall not use a golf cart to tow vehicles or equipment on a designated highway.

**Turning or changing course or direction**

- 15** A person shall not start, turn or change the course or direction of a golf cart or stop a golf cart on a designated highway, unless the person has determined that there is sufficient space to safely make the movement.

**Maintenance and modifications**

- 16(1)** A person shall not operate a golf cart on a designated highway unless the person ensures that the golf cart is maintained in good working order and to the manufacturer's specifications.
- (2)** A person shall not operate a modified golf cart on a designated highway unless the modification is in accordance with the manufacturer's operator and service manuals.

**Producing permits for peace officer**

- 17(1)** On the request of a peace officer, a person operating a golf cart shall produce to the peace officer for inspection the subsisting golf cart permit in respect of the golf cart.
- (2)** A peace officer shall not make a request under subsection (1) unless the peace officer has reasonable grounds to believe that the golf cart was operated on a designated highway.

**Collision reports**

- 18(1)** Subject to subsection (2), if
- (a) a golf cart is involved in a collision on a highway, and

- (b) the golf cart has a subsisting golf cart permit from a participating municipality,

the golf cart operator shall provide a report of the collision forthwith to the participating municipality in the form and manner specified by the participating municipality.

- (2) Subsection (1) does not apply if

- (a) no one is injured or dies as a result of the collision, and
- (b) there is no property damage caused by the collision.

(3) If the operator is incapable of making the report required by subsection (1) and there is a passenger of the golf cart capable of making the report, the passenger shall make the report forthwith.

(4) If a report has not been made under subsection (1) or (3) and the operator or passenger is not the owner of the golf cart, the owner shall make the report forthwith after learning of the collision.

#### **Collection of information**

**19(1)** The Registrar may specify information that a participating municipality is required to collect respecting golf cart use on highways.

(2) The participating municipality shall collect the information and provide the information to the Registrar at the times and in the form and manner specified by the Registrar.

(3) If a municipality ceases to be a participating municipality, the obligation to provide information in subsection (2) continues in respect of information collected when the municipality was a participating municipality.

#### **Repeal**

**20** This Regulation is made under section 18.1 of the Act and is subject to repeal under section 18.1(3) of the Act.











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**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 18, 2024</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Bylaw 1354-24 Fee Schedule Bylaw Amendment</b>

**BACKGROUND / PROPOSAL:**

**ADMINISTRATION:**

ADM051 Facility Rental Policy is being brought forward for an amendment to include the addition of the Fort Vermilion Library – Room Rental. The fee schedule bylaw will need to be amended to coincide with the policy.

**AGRICULTURE:**

2024 is the last year that the Do Not Spray Program will be in place. The following fees will need to be removed from the Fee Schedule Bylaw as the spraying season is completed.

Do Not Spray Application	\$50.00	Applicable
Do Not Spray Application – Late Fee	\$150.00	Applicable
Do Not Spray Signs	\$15.00/each	Applicable

Weed Notice Enforcement was not identified within the Fee Schedule Bylaw, and is recommended to be added.

Weed Notice Enforcement (Spraying)	Cost Recovery +15%	Applicable
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**PUBLIC WORKS:**

Adding a definition for "seniors" will clarify eligibility for Dust Control and Snow Plow Flags fees.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** \_\_\_\_\_

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

1277-23 Fee Schedule Bylaw

**RECOMMENDED ACTION:**

Motion 1

- Simple Majority       Requires 2/3       Requires Unanimous

That first reading be given to Bylaw 1354-24 being the Fee Schedule Bylaw amendment for Mackenzie County.

Motion 2

- Simple Majority       Requires 2/3       Requires Unanimous

That second reading be given to Bylaw 1354-24 being the Fee Schedule Bylaw amendment for Mackenzie County.

Motion 3

- Simple Majority       Requires 2/3       Requires Unanimous

That consideration be given to go to third and final reading of Bylaw 1354-24 being the Fee Schedule Bylaw amendment for Mackenzie County.

Motion 4

- Simple Majority       Requires 2/3       Requires Unanimous

That third and final reading be given to Bylaw 1354-24 being the Fee Schedule Bylaw amendment for Mackenzie County.

Author: L. Flooren      Reviewed by: \_\_\_\_\_      CAO: \_\_\_\_\_

**BYLAW NO. 1354-24**  
**BEING A BYLAW OF**  
**MACKENZIE COUNTY**  
**IN THE PROVINCE OF ALBERTA**

**TO AMEND THE**  
**MACKENZIE COUNTY FEE SCHEDULE BYLAW**

**WHEREAS**, pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, requires fees to be established by bylaw, and

**WHEREAS**, Mackenzie County has adopted a Fee Schedule Bylaw 1277-23, and

**WHEREAS**, Mackenzie County has deemed it desirable to amend portions of the Mackenzie County Fee Schedule Bylaw.

**NOW THEREFORE**, THE COUNCIL OF MACKENZIE COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. That the Mackenzie County Fee Schedule Bylaw be AMENDED with the following:

**ADMINISTRATION**

Fort Vermilion Library – Room Rental	\$2,000 or \$3,000.00/month	N/A
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**AGRICULTURE**

<del>Do Not Spray Application</del>	\$50.00	Applicable
<del>Do Not Spray Application – Late Fee</del>	\$150.00	Applicable
<del>Do Not Spray Signs</del>	\$15.00/each	Applicable

Weed Notice Enforcement (Spraying)	Cost Recovery +15%	Applicable
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**PUBLIC WORKS**

Dust Control for *Seniors	\$500.00(28% Cost Recovery)	Applicable
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Snowplow Service Flag - *Senior/Handicapped (Where the Senior/Handicapped person lives in a rural residence where all other persons, residing on the property are also Senior Citizens or Handicapped persons)	\$40.00 /up to ¼ mile (400m)	N/A
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\* Applicant MUST confirm Senior Citizen Status by providing two pieces of identification (ID), one being photo ID, establishing age of 65 years or older, for the resident receiving the service.

2. This Bylaw shall come into force and effect upon receiving third reading.
3. This Bylaw amends Bylaw 1277-23 Fee Schedule Bylaw.

In the event that this bylaw is in conflict with any other bylaw, this bylaw shall have paramourncy.

READ a first time this 18<sup>th</sup> day of November, 2024.

READ a second time this 18<sup>th</sup> day of November, 2024.

READ a third time and finally passed this 18<sup>th</sup> day of November, 2024.

---

Joshua Knelsen  
 Reeve

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Darrell Derksen  
 Chief Administrative Officer





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 18, 2024</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Local Growth and Sustainability Grant</b>

## **BACKGROUND / PROPOSAL:**

As discussed at the October 30<sup>th</sup>, 2024 Council meeting, administration had received notice that Municipal Affairs had recently launched a Local Growth and Sustainability Grant (LGSG).

Mackenzie County was notified that they would be eligible for the growth component as a municipality with a population between 10,000 – 200,000.

The Growth Component will include a single intake that will award funding for all three years of the program. That intake is open for five weeks. Applications are being accepted from eligible local governments until November 29, 2024. Once the intake closes, and reviews and approvals are completed, successful applicants will be notified and will proceed to sign a conditional grant agreement. Additionally, a council resolution supporting the project is required to be submitted by December 20, 2024.

At the October 30<sup>th</sup> meeting, the following motion was passed:

**MOTION 24-10-787** That administration work with MPA Engineering and proceed with applying for a \$6 million bridge replacement project over 3 years under the Local Growth and Sustainability Grant.

## **CARRIED**

Administration communicated Councils direction with MPA Engineering, where it was confirmed that multiple bridges can not be submitted under this grant, with only 1 bridge being eligible under the \$ value criteria, and there is no growth identified with this bridge.

**Author:** J. Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** D. Derksen

Grant Criteria to consider:

- 1 – Growth Pressures
- 2 – Projects over \$1,000,000
- 3 – Shovel Ready
- 4 – Under the Growth Component, construction of eligible projects must begin by September 30, 2025, and LGSG funds must be expended by December 31, 2027, although longer-term projects can continue with other funding sources.

Eligible Project Categories:

- Roads & Bridges
- Drinking Water
- Storm Water
- Solid Waste Management
- Waste Water
- Public Transit
- Public Safety and Security
- Disaster Mitigation and Resilience

The Local Growth and Sustainability Grant provides 50% cost share for approved projects. Grant stacking is allowed with restrictions to a maximum 30% of the project, considered municipal funding.

Administration reviewed the Capital projects on Council 5 year capital plan for 2025, 2026, and 2027 and have identified only 2 projects that meet the criteria

**Rebuild RGE RD 20-0 S of HWY 35 (.5 mile) - Angle Road**

Budget anticipated \$1,000,000

**Local Growth and Sustainability Grant funding**

- if approved would fund \$500,000;

**Municipal Funding**

*Required \$500,000*

*“Growth Component grant stacking is restricted. Local governments can cover up to 30 per cent of project costs using other provincially-delivered funding (e.g., Local Government Fiscal Framework, Canada Community-Building Fund, Municipal Sustainability Initiative, etc.) which must be clearly noted in the budget section of the application.”*

- o Council can choose to fund up to 30% or \$300,000 from other grants identified above

Council may choose to fund from various municipal reserves

Council may choose to pass a Special Tax Bylaw to assist in funding

Combination of any of the above

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: D. Derksen

**LC - 109 ave & 113 Street Pavement - Ring Road**

Budget anticipated \$4,843,216

**Local Growth and Sustainability Grant funding**

- if approved would fund \$2,421,608;

**Municipal Funding**

Required \$2,421,608

*“Growth Component grant stacking is restricted. Local governments can cover up to 30 per cent of project costs using other provincially-delivered funding (e.g., Local Government Fiscal Framework, Canada Community-Building Fund, Municipal Sustainability Initiative, etc.) which must be clearly noted in the budget section of the application.”*

- o Council can choose to fund up to 30% or \$1,452,965 from other grants identified above

Council may choose to fund from various municipal reserves

Council may choose to pass a Special Tax Bylaw to assist in funding

Combination of any of the above

As the grant application is to be submitted by November 29<sup>th</sup>, administration is requesting Council direction on which application to pursue in order to have sufficient time to complete the application.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

Local Growth and Sustainability Grant

Council could choose to utilize part or all of the Local Government Fiscal Framework, Canadian Community Building Fund grants to assist with funding.

Road Reserve

Special Tax Bylaw

Local Improvement Bylaw

Or a combination of the above

**COMMUNICATION/PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

Author: J. Batt Reviewed by: \_\_\_\_\_ CAO: D. Derksen

**RECOMMENDED ACTION:**

That administration applies for the \_\_\_\_\_ Capital project under the Local Growth and Sustainability Grant.

**Author:** J. Batt **Reviewed by:** \_\_\_\_\_ **CAO:** D. Derksen



# Local Growth and Sustainability Grant

Program guidelines

*Alberta* 

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Local Growth and Sustainability Grant | Municipal Affairs  
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# Glossary

This section provides definitions and explanations of key terms frequently used throughout the Local Growth and Sustainability Grant (LGSG) program guidelines. The glossary aims to provide clarity and understanding, ensuring local governments have a common understanding of the terminology used in the context of the LGSG program requirements, grant application and/or reporting. Glossary terms used in the guidelines are hyperlinked to this section (only the first usage of a glossary term in a section or sub-section will show the hyperlink in blue, but all uses are hyperlinked).

**Affordable Housing:** A dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30 per cent of before-tax household income. The household income is defined as 80 per cent or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the local government. It generally targets lower-income populations and is often supported by government subsidies. [Income thresholds](#) utilized to determine affordable housing are published by Alberta Seniors, Community and Social Services.

**Asset Management Plan:** Asset management is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective investment in, and stewardship of, infrastructure assets to maximize benefits and effectively manage risk.

**Attainable Housing:** Housing that is accessible and affordable across a broader spectrum of incomes, including low to middle-income households, without necessarily relying on government subsidies.

**Growth Pressures:** Increasing demands and challenges that arise when a local government experiences rapid population growth, economic expansion, or development which affect the local government's ability to provide services.

**Holdback:** A portion of the grant funds that are withheld until certain conditions are met.

**Independently Verifiable:** Refers to the ability to validate the data, claims or justification supporting the funding request through objective, external sources (applies to both components). By ensuring the project information is independently verifiable, it will support proper ranking under LGSG, and ensures credibility and transparency.

**Metis Settlements:** The eight Métis communities governed by the [Metis Settlements Act](#) in Alberta, includes Buffalo Lake Metis Settlement, East Prairie Metis Settlement, Elizabeth Metis Settlement, Fishing Lake Metis Settlement, Gift Lake Metis Settlement, Kikino Metis Settlement, Paddle Prairie Metis Settlement, and Peavine Metis Settlement.

**Mid-year Project Progress Update:** An informal check-in on the project's status that occurs mid-year, covering key milestones and any significant developments since the last update. The update also provides an opportunity to emphasize the project's significance and may include formal communication or showcasing the project's milestones on the grant website.

**Project Application:** A formal request submitted by a local government to obtain acceptance from the Minister to apply LGSG funding to a specific project within the eligible project category (e.g., roads and bridges, drinking water, wastewater, etc.). It includes a description of the proposed asset(s), activities(s) and scope of work, estimated project costs, LGSG funding request, other funding sources, and estimated start and end dates.

**Project Outcome:** The measurable change expected as the result of a project.

**Project Outcomes Report:** A formal document submitted upon the completion of the project that provides a written summary of the project's outcomes. It may include key deliverables, performance metrics, positive community impact, and how the project met the LGSG objectives.

**Statement of Funding and Expenditures (SFE):** Annual reporting of financial information (e.g., total project costs, LGSG funding applied) and non-financial information (e.g. project status).

**Urgent Infrastructure Breakdown:** Sudden, severe, and/or unexpected infrastructure breakdown that requires immediate attention as it is causing immediate risks or disruption to the functionality or safety of core infrastructure.

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# Local Growth and Sustainability Grant

## Program Guidelines

### 1. Guidelines

These guidelines are intended to assist local governments in participating in the Local Growth and Sustainability Grant (LGSG) and in complying with program terms and conditions. Before applying, local governments should consider both the general program information, including pre-screening questions, supplied in the main part of the guidelines and the component-specific information in the schedules.

### 2. Program Objective and Outcomes

LGSG provides funding of \$60 million from 2024-25 to 2026-27 (\$20 million being allocated in each fiscal year).

The objective of the LGSG is to provide funding to local governments to support infrastructure projects that:

- enhance and expand infrastructure in those local governments that are experiencing [growth pressures](#);
- support new or expanding industrial, commercial, and residential development to advance economic activity in local governments to benefit residents; and/or
- address an [urgent infrastructure breakdown](#) that is impacting the health and safety of residents of a small community where the local government cannot fund the project with existing resources.

While the objective outlines the goals of the LGSG program, the program outcomes measure the achievements of the program. The anticipated LGSG program outcomes are:

- growth pressures are reduced in local governments;
- economic activity is increased in Alberta communities;
- health and safety risks are mitigated in Alberta communities; and
- critical infrastructure breakdowns are avoided and/or resolved.

Program outcomes will be achieved by funding infrastructure projects and other key activities at the local level. To measure progress towards the outcomes, local governments are required to report on project results (Refer to Section 10.3 for further information on [project outcome](#) reporting).

In support of the program objectives and outcomes, the program has two components:

**Growth Component:** Intended to help mid-sized local governments address growth pressures resulting from rapid population, tourism, and economic growth; attract investment and talent to Alberta by providing the appropriate infrastructure; create jobs; address housing challenges; and develop local economies. The need for infrastructure funding to address these growth pressures must be [independently verifiable](#).

**Sustainability Component:** Intended to address [urgent infrastructure breakdowns](#) that pose a substantial health and safety risk to residents. The need for infrastructure funding to address the urgent infrastructure breakdown must be independently verifiable.

### 3. Key Dates and Contacts

ACTIVITY	TIMELINE	CONTACT
<a href="#">Project Application</a> Submission	<b>Growth Component</b> Submit by <b>November 29, 2024</b>	Grant Advisor at 780-422-7125 (toll-free 310-0000), or email <a href="mailto:ma.lgsg@gov.ab.ca">ma.lgsg@gov.ab.ca</a>
<a href="#">Statement of Funding and Expenditures</a> (SFE) Submission	Due <b>May 1</b> annually for local governments Due <b>August 1</b> annually for <a href="#">Metis Settlements</a>	
<a href="#">Mid-year Project Progress Update</a>	Due <b>annually</b> (summer) for local governments and Metis Settlements	
<a href="#">Project Outcomes Report</a>	Due upon project completion	
Project Recognition and Communication Requirements	<b>Ongoing:</b> Refer to Section 11	

#### 3.1 Application Intake

Funding applications for the **Growth Component** will be sent by the Minister to eligible local governments, with a single intake cycle in fall 2024. Successful projects are expected to be announced in early 2025.

Funding applications for the **Sustainability Component** will be made at the request of the Minister on a case-by-case basis. The Minister will initiate the application process by issuing a request to the local government to apply. After receiving the application request, the local government will be provided the Sustainability Application Form and instructions regarding the next steps for funding consideration.

A request to apply on either funding component does not guarantee that the project will be funded.

#### 3.2 Submission Method

Under the Growth Component, eligible local governments are limited to submitting one [project application](#) using the LGSG Growth Component Application Form. The completed application must be submitted via email to [ma.lgsg@gov.ab.ca](mailto:ma.lgsg@gov.ab.ca), no later than **November 29, 2024**. Applications received after November 29, 2024, will not be considered or evaluated for funding.

Under the Sustainability Component, eligible local governments will be provided the LGSG Sustainability application form should the Minister consider the [urgent infrastructure breakdown](#) appropriate for funding consideration.

### 4. Eligibility Requirements

For program purposes, eligible local governments include cities (excluding Edmonton and Calgary), towns, villages, summer villages, specialized municipalities, municipal districts, [Metis Settlements](#), and the Townsite of Redwood Meadows Administration Society. Population thresholds for the two program components are:

Growth Component	Sustainability Component
Local governments with a population* between 10,000 and 200,000 that have an <a href="#">Asset Management Plan</a> that has been updated within the past five years.	Local governments with a population* under 10,000 excluding Improvement Districts and the Special Areas Board.

\*Population thresholds determined by the latest [Government of Alberta's 2023 population estimates](#).

In alignment with the goals of fostering collaboration and maximizing the impact of LGSG funding, partnerships between local governments are encouraged under the Growth Component. Two or more local governments may combine to submit an application that will have benefits to both communities, provided at least one of the communities has a population of at least 10,000.

Under the Growth Component, only eligible local governments that have a recently updated asset management plan (i.e., within the past five years) are eligible to apply. Given the importance of asset management in local government financial planning, the Government of Alberta (GOA) encourages the adoption and use of asset management practices through a

number of means, including the LGSG program. Asset management expenses are eligible under the Local Government Fiscal Framework (Capital and Operating programs), and the Canada Community-Building Fund.

Under the LGSG, local governments may contribute funds to Municipally Controlled Corporations (MCC) and/or Regional Service Commissions (RSC) that deliver a municipal service on behalf of the local government. If a local government contributes funds to such an entity, the local government remains responsible for all program terms and conditions described in these guidelines, including the need to report on project expenditures and outcomes.

### 4.1 Project Eligibility

Applications under the Growth Component must be for “shovel-ready” projects, with construction starting no later than September 30, 2025. These projects should be well-planned and ready for immediate implementation.

Additionally, the expected benefits of the project such as economic growth, alleviation of housing or other [growth pressures](#), or other community benefits, should be realized within two years of project completion. [Project Outcome](#) reporting will address this expectation at the end of the project.

Applications under the Sustainability Component must be for projects that alleviate the health and safety concerns immediately upon project completion.

Growth Component	Sustainability Component
Requires a Council Resolution.	Requires a Council Resolution.
Minimum project size is \$1 million.	No minimum project size.
Project must be “shovel-ready”, and project benefits must be realized within two years of project completion. Construction must begin by September 30, 2025.	Project benefits must be realized immediately upon project completion.
Grant stacking is restricted (Refer to Section 9.4).	Grant stacking is permitted.
Approved projects will be cost-shared with provincial funding being up to 50 per cent and the local governments funding portion being at least 50 per cent.	Approved projects may be cost-shared as determined by the Minister.

***Under the LGSG, the Minister of Municipal Affairs reserves the right to vary any LGSG program criteria, such as project size, funding amounts, cost-sharing percentages, and eligibility criteria, to respond to the GOA’s and Municipal Affairs’ priorities.***

### 4.2 Eligible Project Categories

Growth Component eligible project categories that can address population [growth pressures](#) (including housing), tourism pressures, and commercial and/or industrial developments are:

- roads and bridges;
- drinking water;
- storm water;
- solid waste management;
- wastewater;
- public transit;
- public safety and security; and
- disaster mitigation and resilience.

Under the Sustainability Component, eligible project categories are solely at the discretion of the Minister of Municipal Affairs.

### 4.3 Ineligible Expenditures

LGSG funding is intended to cover **capital costs only** and may not be used for maintenance costs, operating costs, or debt reduction.

For example, the following expenditures are deemed ineligible under the LGSG program:

- project expenditures incurred before project approval;
- existing and ongoing operational costs;
- routine repair and maintenance costs;
- the costs of leasing of equipment, any overhead costs, including salaries and other employment benefits of any employees;
- direct or indirect operating or administrative costs, specifically costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff;
- taxes for which the local government is eligible for a tax rebate and all other costs eligible for rebates;
- purchase of land or any interest therein, and related costs; and
- legal fees.

## 5. Payment Process

Under the Growth Component, funds will be paid in three annual installments following legislative approval of the provincial budget for 2024-25 to 2026-27 periods (i.e., \$20 million annually for three years) and is contingent on a Conditional Grant Agreement (CGA) being fully executed and if applicable, on reporting requirements being met. Payments for approved projects will be made as per the conditions set out in the CGA. A [holdback](#) of 10 per cent of Year 3 funding will be paid upon certification of the final SFE and acceptance of the [Project Outcomes Report](#).

Under the Sustainability Component, payments for approved projects will be made as per the conditions set out in the CGA.

## 6. Time Limit to Use Allocated Funds

Under the Growth Component, construction of eligible projects must begin by September 30, 2025, and LGSG funds must be expended by December 31, 2027, although longer-term projects can continue with other funding sources. The [Project Outcomes Report](#) will be due at the end of the project construction, and not when the LGSG funds have been fully expended.

## 7. Use of Municipal Forces

Where a local government has been unable to secure an appropriate or cost-effective private sector response to a proposal or tender for a capital project or anticipates that it will be able to carry out the project in a more efficient or cost-effective basis, project costs can include the cost of municipal forces (staff and equipment) used to carry it out. Costs can include all labour costs, including benefits, attributable to work carried out on and off-site. Labour costs associated with general municipal administration are excluded.

## 8. Project Evaluation

To ensure a streamlined and efficient application process under the Growth Component, local governments are strongly advised to review the pre-screening criteria (Refer to Schedule 1) before completing and submitting their applications. Pre-screening criteria is designed to help applicants determine their eligibility and reduce the number of applications that are screened out due to ineligibility. If applicants are unable to answer “yes” to all of the pre-screening questions (with the possible exception of the last question) they are encouraged to refrain from submitting an application. By thoroughly reviewing the Growth Component criteria at the onset, local governments can save valuable time and resources, and focus on a project that meets all eligibility requirements.

Growth [project applications](#) submitted to Municipal Affairs will be screened and reviewed to ensure they meet the program requirements outlined in these guidelines. Projects that are submitted under the Growth Component will be rated solely on the information provided within the application. Local governments should ensure all relevant questions within the application form are completed, as incomplete applications may result in a lower score relative to other projects. In addition, if a local government does not include confirmation of Council Resolution by December 20, 2024 (not necessarily prior to submission of the application), the application will be considered ineligible and will not be considered for funding.

Applications will be evaluated based on the criteria outlined in the Growth Rating Guide, with scores assigned based solely on the information provided in the application. For specific details on rating, refer to the Growth Rating Guide (Refer to Schedule 1A).

Funding decisions and commitments will be made by March 31 of the program year. Successful local governments will receive a letter indicating that their projects have been successful and will be listed on the LGSG website ([www.alberta.ca/local-growth-and-sustainability-grant](http://www.alberta.ca/local-growth-and-sustainability-grant)).

**All funding decisions made by the Minister of Municipal Affairs are final.**

## 9. General Project Considerations

Under the Growth Component, additional weighting will be assigned to applications that can clearly demonstrate and provide verifiable evidence of significant [growth pressures](#). Local governments experiencing rapid changes in population, economic development, or tourism demand are encouraged to incorporate data and evidence gained through studies and reports into their application responses to substantiate those pressures. This could include information regarding population growth trends, surges in housing demand, strains on existing infrastructure, increased job creation, or a rise in tourism activities.

By presenting such evidence within the [project application](#), local governments can highlight the urgent need for resources to address their evolving needs. For example, population growth may lead to public infrastructure under strain, or a greater demand for [affordable housing](#). Similarly, economic growth may necessitate infrastructure improvements like new roads, bridges, or public transit, while increased tourism may place additional pressure on local amenities, emergency services, or waste management.

Additional weighting will also be assigned to applications that involve partnerships, either between two or more local governments, or between a local government(s) and a commercial/industrial entity. These applications should clearly outline the details of the partnership, including any financial or in-kind contributions made by the local government(s) and/or commercial/industrial entity. This transparency ensures that all partnerships are fairly considered during the review process as these contributions will play a role in the competitive ranking of applications.

Under the Sustainability Component, in addition to the primary eligibility criteria (i.e., addressing an [urgent infrastructure breakdown](#) that is impacting the health and safety of residents) the Minister of Municipal Affairs may consider several additional factors when evaluating an infrastructure project for funding. These factors include, but are not limited to, the local government's existing unrestricted reserves, debt limits, and current debt servicing levels. The Minister may also assess the local government's property tax levels in comparison to those of similar local governments to ensure equitable resource allocation. These financial metrics help determine the local government's financial capacity and/or ability to support the proposed project.

Following the Minister's approval of a LGSG project, the successful local government must enter into a project-specific CGA. The CGA sets out the terms and conditions for the grant funding. The Minister may add any terms or conditions to the CGA that are deemed advisable.

### 9.1 Change Requests

If the time period to use the grant funding changes after project approval, a formal amendment request must be made in writing to [ma.lgsg@gov.ab.ca](mailto:ma.lgsg@gov.ab.ca) to consider amending the existing agreement.

Project amendments under either component resulting in a change of scope or project type will only be considered in rare circumstances and may result in provincial funding being withdrawn. Project amendments are granted at the sole discretion of the Minister.

If a project is withdrawn by the local government, any payments made will be required to be returned to the Province.

### 9.2 Provincial Standards

LGSG-funded projects undertaken by local governments must comply with provincially regulated standards. For example, projects involving regional water and wastewater systems should appropriately align with the [Environmental Protection and Enhancement Act](#).

Where an LGSG project impacts a highway under provincial jurisdiction, the local government must enter into a separate agreement with Alberta Transportation and Economic Corridors to carry out the work and/or receive permission to access the highway right-of-way. Grant Advisors may request confirmation from the local government of the agreement with Alberta Transportation and Economic Corridors.

### 9.3 Requirements for Awards of Contracts

All calls for proposals or tenders for projects to be funded under the LGSG must be carried out in accordance with the rules, regulations, and laws governing such activities and in accordance with the best current practices. They must also be advertised in accordance with the guidelines of the [Canadian Free Trade Agreement](#) (CFTA) and the [New West Partnership Trade Agreement](#) (NWPTA).

The local government may award contracts for planning, design, engineering, and architectural services for a municipal capital project based on best overall value consistent with the local government's policies. The local government may award contracts for the construction or purchase of a municipal capital project by public tender based on either unit prices or lump sum amounts. The LGSG program does not require local governments to award projects to the lowest tender and does not prohibit them from using a process that qualifies suppliers prior to the close of call for tenders where the process is consistent with the CFTA and NWPTA, as long as the tender selected is the best value.

### 9.4 Use of Other Provincial and Federal Grants

Under the Growth Component, the maximum provincial contribution is up to 50 per cent of the total eligible project costs.

Growth Component grant stacking is restricted. Local governments can cover up to 30 per cent of project costs using other provincially-delivered funding (e.g., Local Government Fiscal Framework, Canada Community-Building Fund, Municipal Sustainability Initiative, etc.) which must be clearly noted in the budget section of the application.

## 10. Financial and Outcomes Reporting

To ensure effective oversight and accountability, the LGSG program includes reporting requirements. Financial reporting demonstrates that grant funding is being spent appropriately. Outcome reporting shows the impact of the project, providing evidence that the program objectives and goals are being met.

### 10.1 Mid-year Project Progress Update

[Mid-year Project Progress Update](#) will take place annually in summer, beginning in 2026. The intent of the mid-year reporting is to get an informal update on the project, communicate project highlights, and to discuss any project-related challenges or opportunities.

### 10.2 Statement of Funding and Expenditures (SFE)

All local governments are required to annually submit a SFE that reports on the previous year's expenditures.

By May 1 of the following program year (August 1 for [Metis Settlements](#)), recipients are required to submit an SFE that reports the previous program year's expenditures (e.g., the local government's 2025 SFE, reports on expenditures between January 1, 2025, through to December 31, 2025). The SFE form will capture information such as the total project cost, LGSG funding spent, other grant funding, and the project status.

If a local government contributes funds to an RSC or MCC to undertake a water distribution project, the local government must report on how much funding was spent on the project that year and not on the amount of funding contributed to the RSC or MCC.

### 10.3 Project Outcomes Report

Upon completion of the project, the local governments will report on the [project outcomes](#) and tangible benefits (timing may not coincide with the final SFE). A reporting template will be provided to successful recipients at a later date.

The [Project Outcomes Report](#) must capture the following information:

- the project's functional category(ies) and project name; and
- the resulting capital asset(s) (e.g., roads) and the actual quantity upgraded and/or constructed (e.g., # of lane kms).

Outcomes realized under the Growth Component will depend on the type of project completed, and reporting requirements will reflect this. However, successful applicants can expect to report on at least one of the following outcomes:

- number of housing units enabled (may include affordable and/or [attainable housing](#) units enabled);
- condition of upgraded infrastructure (see scale below);
- number of assets incorporating disaster resilient materials or technologies;
- percentage of the population served by new infrastructure;
- number of permanent jobs created;
- amount invested in the local economy;
- size of geographic area protected from natural disasters; and/or
- estimated value of property protected from disasters.

A narrative will also be required to indicate the project's impact on easing [growth pressures](#) or advancing local economic activity, and how the infrastructure will continue to deliver value over time.

Condition ranking will be based on a scale of 1 – 5, with the conditions being as follows:

- 1 → Very Good: Very Good Condition, only normal maintenance required.
- 2 → Good: Minor defects only, minor maintenance required.
- 3 → Fair: Significant maintenance required to return to an acceptable level of service.
- 4 → Poor: Significant renewal/upgrade required.
- 5 → Very Poor: Asset unserviceable, requires replacement.

[Project Outcomes](#) reporting for projects funded under the Sustainability Component may be detailed in the CGA.

## 10.4 Credit Items

Funds provided under the LGSG program are not provided for the purpose of generating investment income. However, recognizing that any LGSG funds held in a financial institution may earn some investment income, that income must be reported on the applicable year's SFE. The amount of income earned on the funds becomes part of the total grant funding available for the project.

It is strongly recommended that local governments maintain a separate bank account for LGSG funding to ensure financial transparency, accountability and compliance, including proper reporting of income earned.

## 11. Communication and Project Recognition Requirements

For questions concerning communication and/or project recognition requirements, please call Municipal Affairs at 780-422-7125, toll free by first dialing 310-0000, or email [ma.lgsg@gov.ab.ca](mailto:ma.lgsg@gov.ab.ca).

### 11.1 Signs

Placing signs at construction sites is a long-standing practice to communicate key project details and funding sources to the public. Albertans can easily recognize where infrastructure investments are being made in their communities and the benefits of those investments through project signage.

GOA signage for high visibility projects is generally required on LGSG-funded capital projects with total costs over \$5 million. Signage must follow the GOA signage guidelines found at the [Government Identity Program](#) website (refer to Section 4.7.2 - Capital Project Signage of the Visual Identity Manual).

Projects that receive any funding under other provincial or federal funding programs, must adhere to the signage requirements of those respective programs, in addition to the requirements of the [Government Identity Program](#).

### 11.2 Media Events and Other Communications Activities

Under LGSG, local governments are expected to highlight provincially funded projects by publicizing the projects (e.g., council minutes, annual reports, local media) and by celebrating key project milestones through media events, including news conferences, news releases, public announcements, and official ceremonies.

Media events for provincially funded projects may not occur without prior knowledge and acknowledgement from the provincial government. If the local government decides to hold a media event, it must provide a minimum of 20 working days' notice to Municipal Affairs by emailing [ma.lgsg@gov.ab.ca](mailto:ma.lgsg@gov.ab.ca).

For scheduling media events with the Minister of Municipal Affairs, the local government should send an invitation to the Minister's Office general mailbox at [minister.municipalaffairs@gov.ab.ca](mailto:minister.municipalaffairs@gov.ab.ca) and copy Municipal Affairs at [ma.lgsg@gov.ab.ca](mailto:ma.lgsg@gov.ab.ca). If the notice of the media event is not provided within the specified timeframes, the province may require the media event to be rescheduled.

If a local government publicizes a project through a news release, the news release should acknowledge the Province's contribution and, when doing so, must include a quote from the Minister or other GOA representative as determined by the Province. The request for a quote must be made to Municipal Affairs a minimum of 20 working days prior to the news release by emailing [ma.lgsg@gov.ab.ca](mailto:ma.lgsg@gov.ab.ca).

If the request for a quote is not made within the specified timeframes, the Province may require the news release to be rescheduled.

For provincially funded projects which also receive any funding under other provincial or federal funding programs, the media and communications requirements of those respective programs must also be adhered to.

### **11.3 Site Visits**

Municipal Affairs may selectively meet with local governments (virtually, or in-person) to discuss LGSG program delivery, explore suggestions for program improvement, and view completed LGSG-funded projects where appropriate.



## Schedule 1: Growth Component

### Objectives

The Growth Component is intended to help mid-sized local governments address growth pressures resulting from rapid population, tourism and economic growth; attract investment and talent to Alberta by providing the appropriate infrastructure; create jobs; address housing challenges; and develop local economies.

### Eligible Entities

Local governments whose population is between 10,000 and 200,000 based on the latest [Government of Alberta's 2023 population estimates](#) that have an Asset Management Plan that has been updated within the past five years.

### Eligible Projects

Growth Component eligible project categories that can address population growth pressures (including housing), tourism pressures, and commercial and/or industrial developments are:

- roads and bridges;
- drinking water;
- storm water;
- solid waste management;
- wastewater;
- public transit;
- public safety and security; and
- disaster mitigation and resilience.

### Ineligible Projects

Ineligible projects include:

- projects that do not address an identified and independently verifiable need;
- projects that are aspirational or speculative in nature;
- projects that are routine and not responsive to, or do not address future, growth pressures, such as planned upgrading or replacement of infrastructure assets; and
- capital maintenance.

### Pre-Screening

The purpose of the pre-screening questions is to ensure projects meet program objectives and key qualifications such as project readiness, verification of growth pressures and alignment with LGSG priorities (e.g. housing, economic development, tourism). If the local government is not able to answer “yes” to all of the questions below (with the possible exception of the last question, if it is not applicable) the application will not be reviewed, and it will not be eligible for funding.

- Is the local government's application supported by a Council Resolution passed by December 20, 2024?
- Does the project address population growth and/or tourism pressures, or support industrial and commercial development?
- Is the local government's population more than 10,000 and less than 200,000?
- Is the proposed project at least \$1 million in size?
- Has only one application been made under the LGSG program?
- Does the proposal ensure that the required cost-sharing requirement is met?
- Is there a detailed project plan and timeline in place allowing construction to begin by September 30, 2025?
- Is there a plan to support ongoing operating and maintenance costs of the resulting asset?
- Will the project benefits be realized within two years after construction is complete?
- Does the local government have an asset management plan which has been updated within the last five years?
- Are sufficient funds available to cover contributions, government payment schedules, any potential cost-over-runs?
- Is the local government taking steps to address its identified affordable/attainable housing needs, if any have been identified?

## Schedule 1A: Growth Rating Guide

The purpose of the Growth Rating Guide is to provide a structured and standardized framework for evaluating and scoring the Growth Component project applications submitted. It ensures that the assessment process is consistent, objective and transparent. Below you will find a high-level overview describing how scoring will be awarded based on program priorities.

Criterion	Maximum points (totaling 100)	Rating Guide
<u>General</u>		
Application contains independently verifiable information to substantiate rationale for the project.  Corresponding Application Question: Part C, C1 - C3	10	<u>Low score:</u> Local government has not provided any independently verifiable information within application.  <u>High score:</u> Local government has provided comprehensive, independently verifiable documentation to substantiate claims.
Project addresses housing pressures or challenges, even if housing is not the focal point of the project.  Corresponding Application Question: Part C, C1	10	<u>Low score:</u> Local government makes no mention of housing in its application.  <u>High score:</u> Local government demonstrates a comprehensive plan for how infrastructure built will facilitate significant development of housing for existing and expected future residents, whether or not it is the key focus of the project.
Need for Provincial Funding  Corresponding Application Question: Part C4 (1-3)	5	<u>Low score:</u> Local government has sufficient resources to cover the costs of the infrastructure investment without LGSG funding.  <u>High score:</u> Local government would have to substantially reallocate existing financial resources to cover the costs of the infrastructure investment without LGSG funding.
Financial Sustainability  Corresponding Application Question: Part C4 (2-3)	5	<u>Low score:</u> Local government is unable to demonstrate a plan is in place to fund the asset and/or replace it at the end of its lifecycle.  <u>High score:</u> Local government demonstrates a comprehensive plan to fund the asset and/or replace it at the end of its lifecycle.
Risk Mitigation  Corresponding Application Question: Part C4 (3)	5	<u>Low score:</u> Local government has not identified risks or mitigation strategies.  <u>High score:</u> Local government has fully identified risks and has a comprehensive and achievable mitigation strategy plan in place.
Other Benefits to Community  Corresponding Application Question: Part C4 (4)	5	<u>Low score:</u> Project does not have other benefits to the local community.  <u>High score:</u> Project identifies one or more other significant benefits to the local community, such as health and safety, environmental, or social.
Local Government Partnership Agreement  Corresponding Application Question: Part C4 (5)	5	<u>Low score:</u> Local government is not partnering with any other local government(s).  <u>High score:</u> Local government has a formalized agreement to partner with other local government(s).

<u>Commercial/Industrial Development</u>		
Industrial/Commercial Partnership Agreement  Corresponding Application Question: Part C2 (4)	10	<u>Low score:</u> Local government does not have any agreement in place for a major commercial/industrial development to move to, or expand in, the community.  <u>High score:</u> Local government has an agreement in place for a major commercial/industrial development to move to, or expand in, the community.
Industrial/Commercial Partnership Agreement resulting in additional funding/in-kind contributions.  Corresponding Application Question: Part C2 (4)	5	<u>Low score:</u> Local government does not have a partnership agreement that will result in additional funding/in-kind contributions for the project.  <u>High score:</u> Local government has a partnership agreement that will result in additional funding/in-kind contributions for the project.
Creation of Permanent Jobs  Corresponding Application Question: C2 (1-2)	5	<u>Low score:</u> Local government with the least per capita permanent jobs created.  <u>High score:</u> Local government with the most per capita permanent jobs created.
<u>Population and Tourism Growth Pressures</u>		
Project addresses housing pressures or challenges  Corresponding Application Question: Part C1 (1-2)	15	<u>Low score:</u> Project does not add housing units to the local housing supply.  <u>High score:</u> Project adds housing units to the local housing supply, reflecting local housing needs that are independently verifiable and clearly reflected within the application.
Other Population Growth Pressures (non-housing)  Corresponding Application Question: Part C, C4 (4)	10	<u>Low score:</u> Project does not address non-housing infrastructure issues that have arisen as a result of population growth.  <u>High score:</u> Project addresses non-housing infrastructure issues that have arisen as a result of population growth.
Tourism Growth Pressures  Corresponding Application Question: Part C3	10	<u>Low score:</u> Project does not address infrastructure issues that have arisen that are attributable to existing or expected tourism.  <u>High score:</u> Project fully addresses infrastructure issues that have arisen that are attributable to existing or expected tourism.

## **Schedule 2: Sustainability Component**

### **Objective**

The Sustainability Component is intended to address urgent infrastructure breakdowns that pose a substantial health and safety risk to residents.

### **Eligible Entities**

Limited to those local governments with a population of 10,000 or fewer based on the latest [2023 population estimates](#).

### **Eligible Projects**

Eligible Sustainability Component projects include those that address urgent infrastructure breakdowns that pose a substantial health and safety risk to residents.

### **Application Process**

Eligible local governments will be provided an application form should the Minister consider the urgent infrastructure breakdown appropriate for funding consideration.

### **Grant Amounts**

The amount of funding available under the Sustainability Component is subject to the discretion of the Minister of Municipal Affairs.

### **Payment of Funds**

Funding will be paid following legislative approval of the provincial budget and is subject to a CGA being duly executed and the terms and conditions within the CGA.

## **Schedule 3: Project Categories**

### **Road and Bridges:**

- Assets related to roadways, highways, bridges, and related structures (e.g., culverts).
- Other ancillary works such as sidewalks, commuter bikeways, lighting, traffic control signals, pedestrian signals, storm drainage, and utility relocations.
- Traffic management projects such as major intersection improvements, major traffic signal coordination, etc.
- Pedestrian trail systems along roadways.

### **Solid Waste Management:**

- Waste collection depots and disposal landfills.
- Solid waste and recycling collection container systems.
- Recycling and material recovery facilities.
- Organics management systems and thermal treatment systems.
- Landfill gas collection system.
- Vehicles (e.g., waste transfer vehicles).
- Refuse derived fuel facility.

### **Drinking Water:**

- Raw-water supply lines and storage facilities (reservoirs).
- Water treatment and pumping facilities.
- Water quality management and monitoring systems (e.g., SCADA system, meter reading system).
- Treated-water supply lines, storage facilities and related works.
- Water distribution system extensions, betterment, and replacements, including individual services to the property line.

### **Wastewater:**

- Wastewater collection system extensions, betterment, and replacements, including service mains to the property line.
- Wastewater pumping facilities and lift stations.
- Wastewater lines from the collection system to the wastewater treatment facilities.
- Wastewater treatment facilities, and lagoons.
- Outfall wastewater lines from wastewater treatment facilities to the point of discharge or disposal and related works.
- Sludge stabilization pond(s).

### **Storm Water:**

- Storm water ditches and major relocation of existing storm water ditches.
- Storm water or waterway flooding containment structures.
- Storm water collection lines including service lines, culverts and catch basins.
- Storm water retention ponds and treatment facilities.
- Outfall storm water to the point of discharge or disposal and related works.

### **Public Safety and Security:**

- Vehicles (e.g., police vehicles under municipal jurisdiction, pumper truck, specialized firefighting or emergency vehicles).
- Buildings (e.g. fire stations, police stations, ambulance stations, emergency response centers).

### **Public Transit:**

- Transit hub (stations/buildings), bus rapid transit lanes, transit vehicles, park and ride facilities, transit signal priority systems, passenger information systems, maintenance and storage facilities.

### **Disaster Mitigation and Resilience:**

- Flood control systems, fire prevention infrastructure, dams, berms, earthquake-resistant buildings, wildfire defensible zones, emergency shelters, early warning systems, community resilience centre (neighbourhood level shelter and resource centre), backup power systems, emergency communication networks, landslide mitigation measures, other.





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 18, 2024</b>
<b>Presented by</b>	<b>Jennifer Batt – Director of Finance</b>
<b>Title:</b>	<b>2024 Mackenzie Agricultural Fair &amp; Tradeshow Surplus</b>

**BACKGROUND / PROPOSAL:**

The 2024 Mackenzie Agricultural Fair & Tradeshow is hosted by the Mackenzie Agricultural Research Association, and a local group of committee volunteers which fundraise by sponsorship for the event.

The 2024 event fundraised \$64,769 through donations, and fundraising with \$6,514 in funding coming from previous years surplus, providing a budget of \$71,184. The total expenses for the 2024 event have been finalized at \$45,048. The overall surplus – less the 2023 surplus is \$19,622 to be allocated to the General Operating Reserve at the request of the committee.

If approved the total surplus amount of \$26,136 would be available in the General Operating Reserve to assist with future years Agricultural Fair & Tradeshow funding.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

General Operating Reserve - previous years surplus  
Sponsorship - Donations

**COMMUNICATION / PUBLIC PARTICIPATION:**

Promote event by sharing advertisements on social media, and County website.

**Author:** J. Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** D. Derksen

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That \$19,622 be allocated to the General Operating Reserve to assist with future years Mackenzie Agricultural Fair & Tradeshow events.

Author: J. Batt      Reviewed by: \_\_\_\_\_      CAO: D. Derksen





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 18, 2024</b>
<b>Presented By:</b>	<b>Jennifer Batt, Director of Finance</b>
<b>Title:</b>	<b>Cheque Registers – August 12 – November 8, 2024</b>

**BACKGROUND / PROPOSAL:**

At the request of Council, cheque registers are to be viewed by Council during Committee of the Whole meetings. As the next Committee of the Whole meeting is not scheduled until January 2025, administration is presenting cheque registers at a Regular Council meeting for review.

All invoices are authorized by Managers, Directors, and/or the CAO in accordance with the Purchasing Policy FIN025. Cheques and EFT's are released on a weekly or bi-weekly basis unless otherwise required for operational needs. Copies of June 2024 Online/Direct Debit payments, and the August 12 – November 8, 2024 cheque registers will be available at the meeting.

**OPTIONS & BENEFITS:**

Administration will continue to present all cheque registers at each Committee of the Whole meeting.

**COSTS & SOURCE OF FUNDING:**

2024 Budget

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**Author:** J Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** D. Derksen

**POLICY REFERENCES:**

Policy FIN025 Purchasing Authority Directive and Tendering Process

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the July 2024 Online/Direct Debit payments, and the cheque registers and EFT's from August 12 – November 8, 2024 be received for information.

**Author:** J Batt      **Reviewed by:** \_\_\_\_\_      **CAO:** D. Derksen



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 18, 2024</b>
<b>Presented By:</b>	<b>Louise Flooren, Manager of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Councillor Expense Claims</b>

## **BACKGROUND / PROPOSAL:**

Councillor Honorariums and Expense Claims are reviewed by Council on a monthly basis.

A copy of the following councillor Honorariums and Expense Claims will be presented at the meeting:

- October – All Councillors

## **OPTIONS & BENEFITS:**

N/A

## **COSTS & SOURCE OF FUNDING:**

2024 Operating Budget

## **COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

## **POLICY REFERENCES:**

1326-24 Honorariums and Expense Reimbursement Bylaw

**Author:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** D. Derksen

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the Councillor Expense Claims for October 2024 be received for information.

**Author:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** D. Derksen



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 18, 2024</b>
<b>Presented By:</b>	<b>Louise Flooren, Manager of Legislative &amp; Support Services</b>
<b>Title:</b>	<b>Members at Large Expense Claims</b>

**BACKGROUND / PROPOSAL:**

Members at Large expense claims are reviewed by Council on a monthly basis.

A copy of the following Member at Large Expense Claims will be presented at the meeting:

<b>Month</b>	<b>Board/Committee</b>	<b>Name</b>
October	Municipal Planning Commission	Erick Carter
October	Agricultural Service Board	Jake Martens
October	Municipal Planning Commission	Andrew O'Rourke

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

2024 Operating Budget.

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**Author:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** D. Derksen

**POLICY REFERENCES:**

Bylaw 1326-24 - Honorariums and Expense Reimbursement Bylaw

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

That the Member at Large Expense Claims for October 2024 be received for information.

**Author:** T. Thompson      **Reviewed by:** L. Flooren      **CAO:** D. Derksen



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 18, 2024</b>
<b>Presented By:</b>	<b>John Zacharias, Director of Utilities</b>
<b>Title:</b>	<b>Fort Vermilion Raw Water Reservoir Upgrade Grant Application</b>

**BACKGROUND / PROPOSAL:**

The two raw water reservoirs in Fort Vermilion require an upgrade. The reservoirs were constructed approximately in 1985 and 1995, with the existing aeration system being installed in 2000.

The existing aeration system is deficient and fails to aerate large sections of the reservoirs. A functioning aeration system has various benefits to a reservoir, including; reducing algae growth, eliminating water odor, improving water quality, and decreasing the overall maintenance of the reservoir.

The raw water reservoirs are a critical asset for the waterworks system in Fort Vermilion. Preventative measures and upgrades must be taken when possible to both, maintain and approve the level of service of the asset.

MPE has assessed the proposed project and believes it is an eligible project for grant funding. Alberta Municipal Water/Wastewater Partnership (AMWWP) provides cost-sharing funding to help build municipal facilities for water supply and treatment, and wastewater treatment and disposal. Funding is calculated as a percentage of eligible project costs based on the municipality’s official population when the grant is approved. Mackenzie County is estimated to receive a grant for 75% of the total project cost.

Applications are due November 30, 2024 and will be awarding in the Spring 2025.

Administration will be recommending this project for 2025 in the 5-year Capital plan, and would request this project be considered under contingent on grant funding. Once AMWWP grant approvals are released, administration will bring this project forward to Council for final capital budget consideration.

**Author:** J. Schmidt      **Reviewed by:** J. Zacharias      **CAO:** D. Derksen

**OPTIONS & BENEFITS:**

**Option 1**

Apply for the grant to upgrade the Fort Vermilion raw water reservoirs, and provide Council any updated information once grant approvals are released.

**Option 2**

Apply for the grant to upgrade the Fort Vermilion raw water reservoirs. If the grant is not received, bring the Fort Vermilion raw water reservoir upgrade project forward with a recommendation of funding coming from the Water Sewer Infrastructure Reserve.

**COSTS & SOURCE OF FUNDING:**

The total project cost is estimated at \$219,189.

75% of the project costs are proposed to be grant funded. With Alberta Municipal Water/Wastewater Partnership (AMWWP) funding \$164,392. The remaining \$54,797 is recommended to be funded from the Water Sewer Infrastructure Reserve.

**COMMUNICATION / PUBLIC PARTICIPATION:**

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That Mackenzie County apply for a grant through Alberta Transportation and Economic Corridors for the Alberta Municipal Water/Wastewater Partnership to upgrade the Fort Vermilion raw water reservoirs.

**Author:** J. Schmidt      **Reviewed by:** J. Zacharias      **CAO:** D. Derksen





**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meetings</b>
<b>Meeting Date:</b>	<b>November 18, 2024</b>
<b>Presented By:</b>	<b>Darrell Derksen, Chief Administrative Officer</b>
<b>Title:</b>	<b>Maskwa Medical Center Request</b>

**BACKGROUND / PROPOSAL:**

At the Zone 4 RMA meeting in August, Maskwa Medical Center made a presentation on their vision for enhancing healthcare services in Northwest Alberta. They have provided an updated presentation of their ongoing efforts. Maskwa has included an article highlighting the medical school expansion to Grande Prairie, shown below.

[Calling all future doctors in northern Alberta | Faculty of Medicine & Dentistry \(ualberta.ca\)](http://ualberta.ca)

Maskwa Medical Center is requesting a support letter from Mackenzie County council as well as a financial contribution based on residents residing within our municipality.

Please see attached presentation and letter.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

Link highlighting the medical school expansion could be posted on social media platforms.

**Author:** S Gibson      **Reviewed by:** \_\_\_\_\_      **CAO:** D. Derksen

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Motion 1

Simple Majority       Requires 2/3       Requires Unanimous

For discussion.

**Author:** S. Gibson      **Reviewed by:** \_\_\_\_\_      **CAO:** D. Derksen

October 7, 2024

**Good Day Reeve Josh Knelsen**

**Cc – CAO Darrell Derksen**

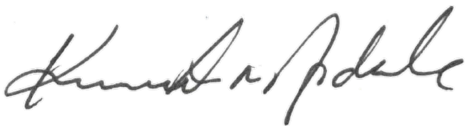
On behalf of the Maskwa Medical Center Board, I am reaching out as a follow up to the presentation given at the RMA Zone meeting in La Crete. What we presented was a concept of team-based healthcare that is proven to obtain results in other jurisdictions across North America and the World. Our vision will create not only opportunities for our youth in healthcare but also improve the long-term health of our residents in NW Alberta over the next decade and beyond. Given the pressing healthcare needs of residents in our region we believe that directing financial support toward the Maskwa Medical Center should take precedence over investments in other areas. As community leaders we cannot wait for governments to achieve the goals we have envisioned but rather band together and make those changes a reality.

To keep you informed on the project we would like to supply an updated presentation to share with Mackenzie County council and respectfully request your support with two asks for you and your council to consider, they are listed as follows:

- 1) Provide a support letter for the Maskwa Medical Center to the Minister of Health, ccing both the Premiere and Maskwa Medical Center for its vision of accommodating the University of Alberta teaching clinic and the Maskwa Clinic for team-based diagnosis of complex health symptoms.
- 2) Respectfully request your support of the capital costs of this facility by using the latest census to identify the number of residents within your municipality and multiplying that by \$170 per resident. The latest census indicated on Slide 27 in the attached presentation totals an amount of \$2,176,680 but any amount approved by you and the Mackenzie County Council could be provided in instalments through fiscal budgeting in years 2025, 2026, 2027 and 2028 or through an alternative schedule that suits your budget. Should your fiscal budgets or financial restraints not allow for this investment in the coming years we understand and are supportive of that decision as we do not want funding to affect the resident tax base beyond how it currently stands. Prioritizing healthcare needs of residents in NW Alberta is on everyone's agenda and we believe that directing financial support to this project will have a long-lasting positive impact in your community for future generations.

Maskwa currently has a Stakeholders committee of local municipalities, and we would be honored if Mackenzie County elected someone to join that committee once the project is in the ground.

Sincerely,



**Ken Drysdale**  
**Chairman of the Maskwa Medical Center**  
[kdrysdale@maskwamedical.ca](mailto:kdrysdale@maskwamedical.ca)



**Mackenzie County**  
October 7, 2024

**Presented By:**



[www.maskwamedical.ca](http://www.maskwamedical.ca)

# Who We Are

**Improving the quality of life and health outcomes for Northwestern Alberta.**

Maskwa is an **innovative, Alberta-based, not-for-profit registered charity** committed to accelerating the process and improving access to medical specialists and family physicians.

Any surplus funds from the tenancy of the building will be reinvested into research and education.



# Why Maskwa?

Maskwa is a Cree word, meaning **bear**.

In Cree culture, the **bear** is an important symbol representing **good medicine** and a powerful spirit used in traditional ceremony.



# A “Made in Alberta” Solution

The Peace Region is one of the **best places in the world** to live, work and raise a family...

Yet our residents have **poor health outcomes**, our healthcare system is **bogged down**, and our valued health care professionals are **tired and frustrated... And that’s just plain wrong.**

Led by residents of the Peace Region, Maskwa is brought together by a shared common goal of **improving health outcomes for northern communities.**



# Maskwa Board Members

- Ken Drysdale – Chair
- Rhonda Side – Vice Chair
- Brent Hoyseth – Treasurer
- Sherry Drysdale – Secretary
- Charles Longmate – President
- Alison Gustafson
- Wayne Drysdale
- Tab Pollock
- Donna Koch
- Nan Swanston
- Mark Malekoff
- Rob Neil
- Todd Strang
- Desiree Mearon
- Megan Stone
- Dr. Hugo Bertozzi
- Dan Steinke





# Fully Funded Services

**There are NO fees charged to patients.**

Maskwa Clinic will be funded through an innovative ARP arrangement with the Government of Alberta and philanthropic initiatives. Specialists will be salaried based on 5 DAYS a week, 8 AM to 5 PM.

The financial & operational performance of Maskwa is overseen by its Board of Directors and is **accountable to the Government of Alberta** for its billing to the Alberta Health Care Insurance Plan (AHCIP) for the services of physicians and specialists in the diagnosis of diseases and its use of other public funds to provide services.



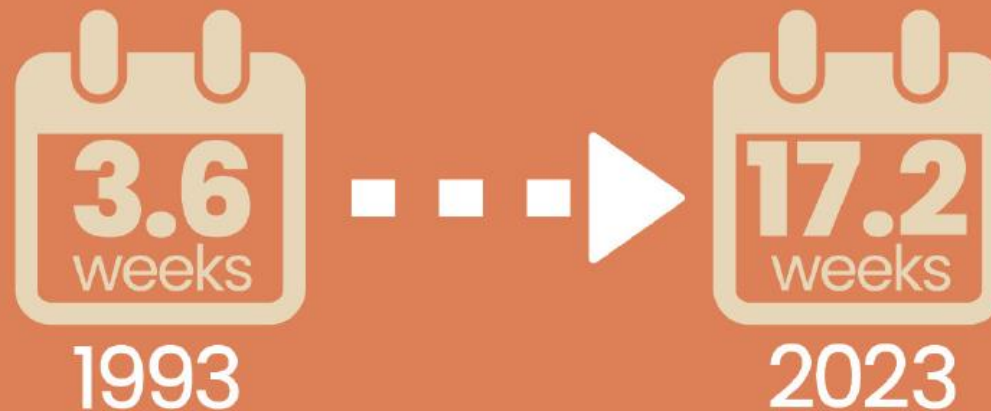
# Changing Health Outcomes for Northwestern Alberta



# Changing Health Outcomes

## DO YOU KNOW?

The time frame to see a specialist



Patients requiring a specialist visit for a new illness or condition between 2009 and 2013 had to wait longer than 3 months\*. The average time Alberta patients wait for a referral by a general practitioner to seeing a specialist has grown from 3.6 weeks in 1993 to 13.3 weeks in 2020\*\*.

# Did you know?

 **80%**

**less internal medicine specialists in NW Alberta** when compared to the rest of Alberta

NW Alberta



1,000 people

**= 1.06**

Internal Medical Specialist

Central Alberta



1,000 people

**= 1.29**

Internal Medical Specialist



# Benefits to the Peace Region

The new, innovative, not-for-profit model will **help the Peace Region** in 3 key ways:

1

Improve access to specialists and quality of care for patients in the region

2

Not only help retain, but also attract Doctors to the area

3

No overall increase in health care costs for the healthcare system – will reduce long term health care costs



# Changing Health Outcomes

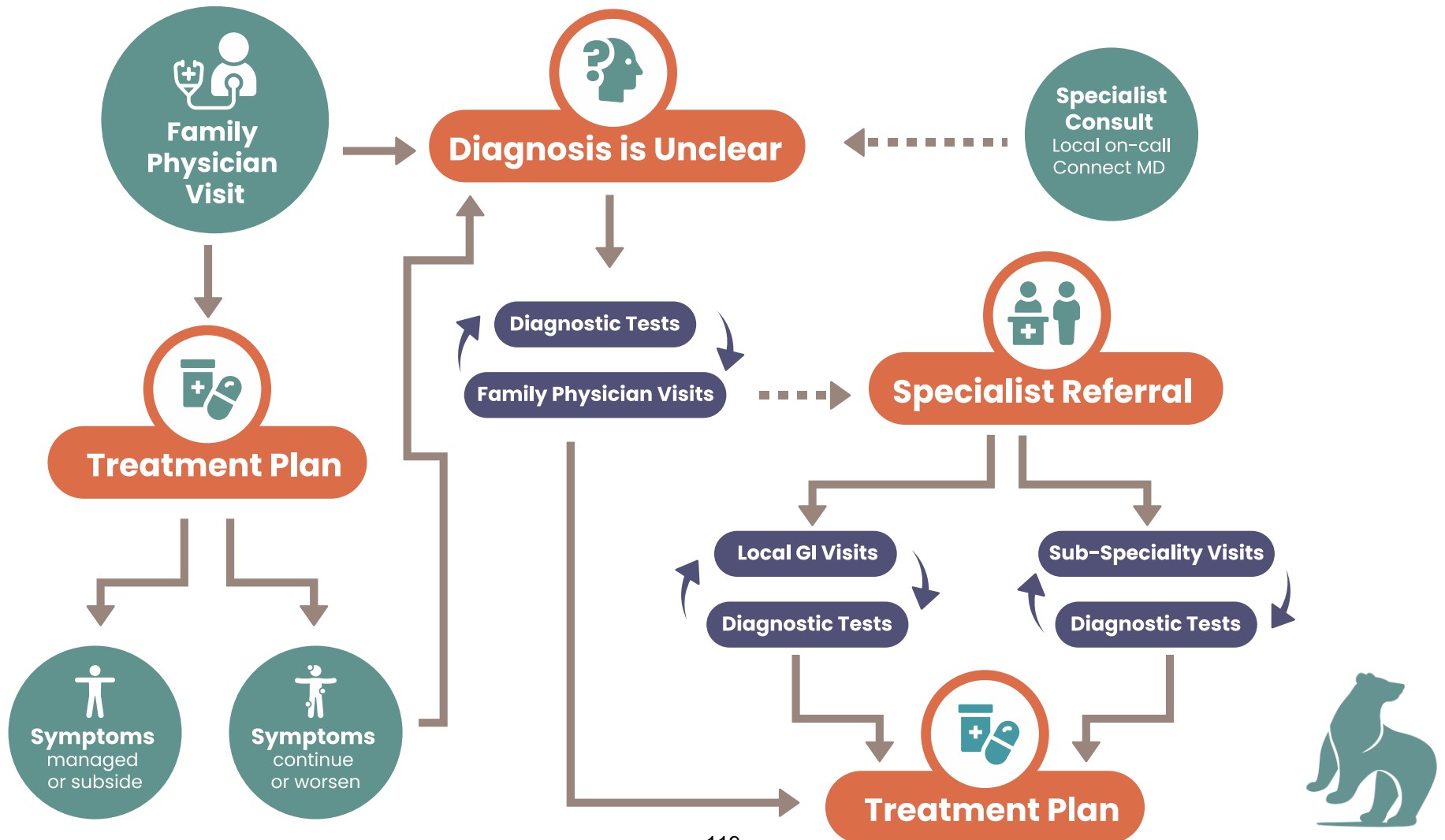
Our goal is to get patients set up with a treatment plan within 10 days of walking through the Center's doors.

Maskwa vows to ensure patients **do not get stuck in the referral cycle** by using virtual conferencing technology.

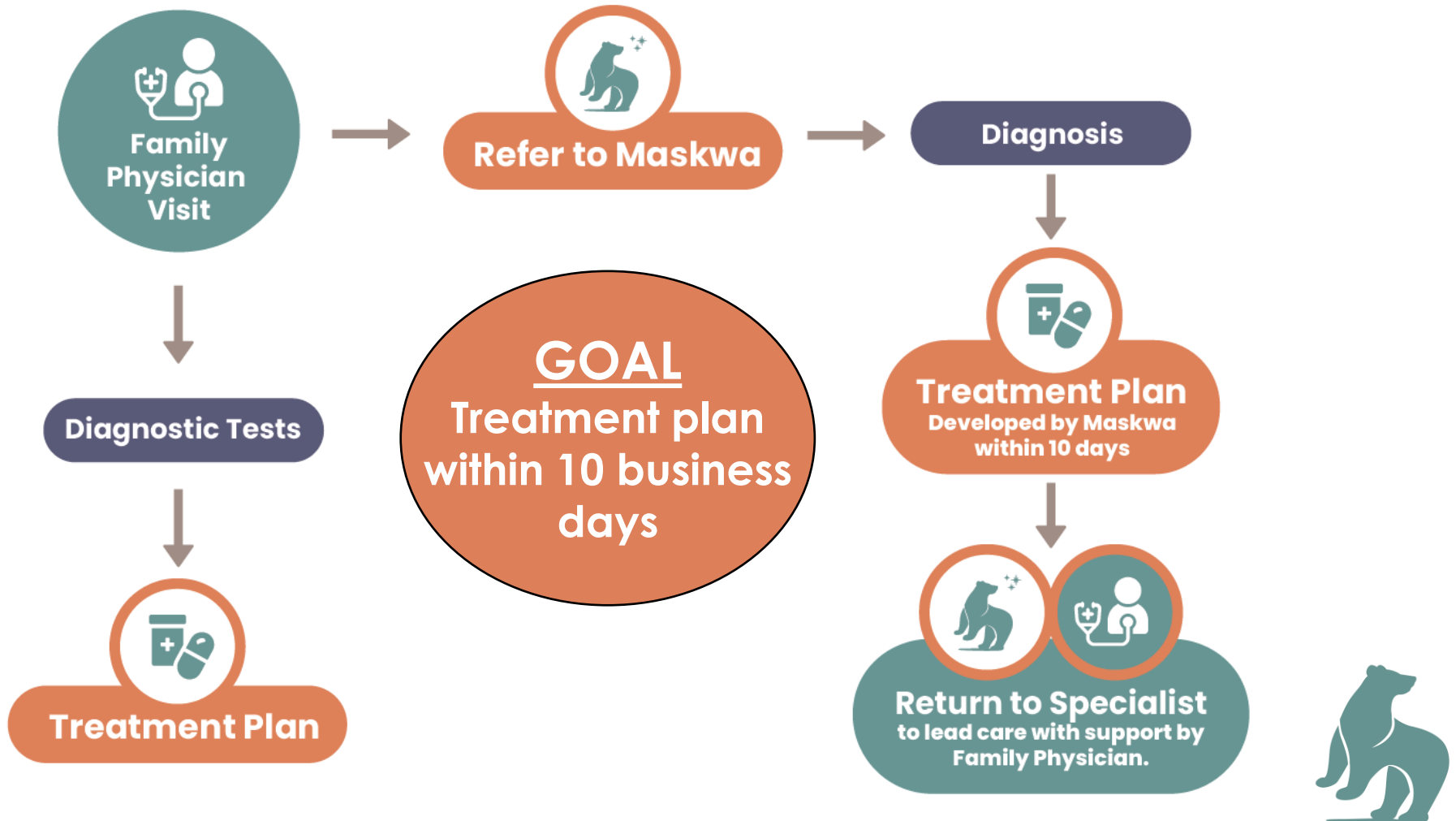
This process philosophy will **save time and money for patients and caregivers** related to taking time away from work, travel and accommodation expenses.



# Current Model – Specialist Access



# Maskwa Model – Specialist Access





# Diagnosis & Referring Partners

## University of Alberta & Family Physicians

- Through innovative technology and virtual conferencing technology, the Maskwa Clinic Specialists will collaborate with **panels of specialists** from across the Province or Western Canada for complicated conditions or concerning symptoms.
- Through referrals and a **collaborative team approach**, Physicians will work closely with the Maskwa Center to refer their challenging cases and get timely access to diagnosis.
- Working together with Physicians, the Maskwa Center will be finding ways to improve the case workload and hours worked for medical staff to **improve their quality of life in the region.**



# Maskwa Medical Center Overview & Key Partnerships





# MASKWA

Medical Center

## OPENING 2026



**GRANDE PRAIRIE  
REGIONAL HOSPITAL**



# Maskwa Medical Center Overview



## THIRD FLOOR

### Maskwa Medical Specialist Clinic

Provide Treatment plan in 10 days from referrals

## SECOND FLOOR

### Retail

Pharmacy, medical supply business, daycare, restaurant, etc.

## FIRST FLOOR

### Academic Teaching Clinic

- Reduce ER visits by 50%
- 20 Family Physicians – 2 year program
- 10 Graduates per Year



# Education Partner

## University of Alberta – Academic Teaching Clinic

### First Floor – University of Alberta Academic Teaching Clinic

- 22,000 sq ft of teaching space within the Maskwa Medical Center
- 20 RESIDENCY STUDENTS onsite, 10 first-year and 10 in the second-year residency program, graduating 10 second-year students as Physicians into NW Alberta communities per year.
- Each Graduated Family Physician will have the training to see between 900 – 1100 patients per year in the community in which they work.



# Future Medical School Opportunities

## *Recruit rural + Train rural = Retain rural*

- **Maskwa Medical Center** is a key partner in training for medical program and will house the teaching clinic for medical students and Family medicine residents.
- Clinic will have extended hours of practice including evenings and weekends to reduce pressures on Emergency Departments by 50%.
- **Focus of Northern Alberta Medical Program (NAMP)** is to recruit students from rural AB & BC, train them in Grande Prairie & Northern communities, and then they will stay in practice in the Northern communities. We know this works based on Prince George BC model where 75% of graduates are practicing in rural and regional communities.



# Medical School & Residency Program

## *Three components of training to become a Doctor*

### **1. Obtain a Bachelor's Degree – 4 years**

### **2. Undergraduate Medical Education at NWP (medical school)**

- Basic training to obtain a Medical Degree (MD) – 4 years
- Enrolling up to 30 medical students per year at NWP, starting Sept 2025.
- All 4 years of medical program delivered in GP & Northern communities.

### **3. Residency Training at Maskwa Medical Center (U of A)**

- Specialized training, after completing 4 years of Undergraduate Medical Education.
- Family medicine – 2 years
- Other specialties such as Surgery, Internal Medicine, Obstetrics require 4 -5 + years





# Northern Alberta Medical Program

- **Tremendous opportunity for NAMP medical students** to work closely with the University of Alberta Faculty of Family Medicine.
- Collaboration with the Maskwa Medical Center and its partners on training and employment opportunities for NAMP graduates will **keep our talent in the region.**
- Having NWP, the University of Alberta and the Maskwa Specialist Clinic in northern, rural communities will **truly benefit us all.**



# Funding & Community Partners



## City of Grande Prairie

\$550,000 in grant money to date  
\$3.5M Capital funding fall 2024



## County of Grande Prairie No. 1

\$525,000 in grant money to date  
\$3.5M Capital funding fall 2024



## Municipal District of Greenview

\$525,000 in grant money to date  
\$3.5M Capital funding fall 2024



## Clear Hills County

\$50,000 in grant money to date



# Funding & Community Partners

## **Alta Gas**

\$30,000 in donated money to date

## **Cenovus**

\$20,000 in donated money to date

## **Support the Girls**

\$50,000 in donated money to date

## **Maskwa Board Members**

\$500,000 in donated money to date

Over 27,000 volunteer hours to date by board members

Over 65,000km of travel throughout Alberta



## **Northwestern Alberta Foundation**

Partner in Community  
Engagement and Funding  
Programming



# Where We Are At Today

- Design – 99% completed
- University of Alberta Long Term tenant agreement – In progress
- 60-year Land Agreement with NWP – Near completion  
(40-year plus 2 x 10-year renewals)
- Building Contractor tender documents – Oct 2024
- EOI's for facility tenants – Released & Ongoing
- Groundbreaking ceremony – Oct 2024
- Building construction to begin – Oct – Dec 2024
- Capital Fundraising – In progress
- Indigenous Consultations – Ongoing



# Costs per Resident

The purpose of this section is to demonstrate how the capital cost, when broken down by a “per resident basis” is very small

$$\begin{array}{r} \$35\text{M} \\ \text{PROJECT CAPITAL COST} \\ \text{(Current Estimate with Contingency)} \\ \div \\ 207,716 \\ \text{NW ALBERTA RESIDENTS} \\ \text{(2023 Population)} \\ = \\ \$168 / \text{resident} \\ \text{CAPITAL COST PER} \\ \text{NW ALBERTA RESIDENTS} \end{array}$$



# How You Can Help



## Benefit the Peace Region in 5 key ways:

- Not only help retain, but also attract Doctors to the area
- Improve quality of care for patients in the region
- Employee retention for employers in the region due to improved access to healthcare
- No overall increase in healthcare costs for the health system
- Investment in research, education and healthcare in NW Alberta

$$12,804 \times \$170 = \$2,176,680$$

Mackenzie County  
2021 Census Population

per resident

Investment





# MASKWA

Medical Center

## OPENING 2026









**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 18, 2024</b>
<b>Presented By:</b>	<b>Caitlin Smith, Director of Planning and Development</b>
<b>Title:</b>	<b>Municipal Planning Commission Meeting Minutes</b>

**BACKGROUND / PROPOSAL:**

The approved minutes of the October 17, 2024 and the unapproved November 7, 2024 Municipal Planning Commission meeting are attached.

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION:**

N/A

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**RECOMMENDED ACTION:**

- Simple Majority       Requires 2/3       Requires Unanimous

That the approved Municipal Planning Commission meeting minutes of October 17, 2024, and the unapproved Municipal Planning Commission meeting minutes of November 7, 2024 be received for information.

Author: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ CAO: \_\_\_\_\_

**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
Fort Vermilion, AB**

**Thursday, October 17, 2024 @ 10:00 a.m.**

**PRESENT:** Erick Carter Chair, MPC Member  
Andrew O'Rourke Vice Chair, MPC Member  
David Driedger Councillor, MPC Member (Virtual)  
Peter F. Braun Councillor, MPC Member

**REGRETS:** Stephanie Grocholski MPC Member

**ADMINISTRATION:** Caitlin Smith Director of Planning & Development  
Jackie Roberts Development Officer  
Annika Wolfe Administrative Assistant/Recording Secretary  
Jamie Wiebe Development Officer  
Darrell Derksen CAO

**MOTION 1. CALL TO ORDER**

Erick Carter called the meeting to order at 9:59 a.m.

**2. ADOPTION OF AGENDA**

**MPC 24-10-162 MOVED** by Peter F. Braun

That the agenda be adopted as presented.

**CARRIED**

**3. MINUTES**

**a) Adoption of Minutes**

**MPC 24-10-163 MOVED** by Andrew O'Rourke

That the minutes of the October 3, 2024 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

**4. TERMS OF REFERENCE**

\_\_\_\_\_  
\_\_\_\_\_

For Information.

**5. DEVELOPMENT**

- a) 217-DP-24 Michael & Nellie Friesen  
Automotive Equipment & Vehicle Services – Major  
In Agricultural 1 “A1”  
NW-23-105-14-W5M**

**MPC 24-10-164 MOVED** by Andrew O'Rourke

That Development Permit 217-DP-24 on NW-23-105-14-W5M in the name of Michael & Nellie Friesen be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall render this permit Null and Void:

- a) This permit is for the APPROVAL of an Automotive Equipment and Vehicle Services, Major (Change of Use) in the existing Farm - Shop.;
- b) The Automotive Equipment and Vehicle Services, Major shall meet all National Building Code 2019 Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
- c) All conditions and requirements by the Alberta Motor Vehicle Industry Council "AMVIC" are to be met to their specifications and standards.;
- d) This permit approval is subject to approval from the Alberta Motor Vehicle Industry Council (AMVIC). The developer is required to obtain written approval from the Alberta Motor Vehicle Industry Council regarding the proposed development prior to commencement of the development. Failure to do so shall render this permit Null and Void.;
- e) Provide adequate off street parking as follows: The minimum parking standards are 1 space per 45.0 square meters (484.4 square feet) of building area which in this case is 6 public parking stalls, 1 space per each full time employee and 1 space for every 2 part time employees.
- f) The architecture, construction materials and appearance of

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buildings and other structures shall be to accepted standards.;

- g) If a sign is placed on the property the sign shall be located a minimum of: 200 meters from regulatory signs, and 3 meters (9 feet) from the outer edge of the road or not less than 1.5 meters from the property line if on private property.;
- h) Illumination of the sign must not negatively affect, nor pose a safety hazard to, an adjacent site or street.;
- i) The sign shall be a minimum of 1.5 meters to a maximum of 2.5 meters in height above the shoulder of the road.;
- j) The sign shall:
  - I. Not obstruct the orderly and safe flow of vehicular and pedestrian traffic,
  - II. Not unduly interfere with the amenities of the district,
  - III. Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
  - IV. Not create visual or aesthetic blight.;
- k) The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.;
- l) No vehicle shall be located in such a way that it impedes visibility for vehicular and/or pedestrian traffic.;
- m) This permit may be revoked at any time if, in the opinion of the Development Officer, the proposed development has become detrimental, unsightly or otherwise incompatible with the amenities of the neighbourhood.;
- n) All basement or below grade developments shall have an operational sump pump;
- o) All sewage disposals shall conform to the current Alberta Private Sewage Systems Stand of Practice.;
- p) Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream ROAD centerline elevation to avoid overland flood damage, water seepage and other water related damage.;
- q) Any permanent buildings on the property must be constructed 2% greater than the grade of the road.;
- r) Mitigation measures must be in place, where applicable, in order to avoid water damage from potential seasonal flooding.;

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- s) No site work or grading shall take place on the site that will alter existing drainage patterns or contribute to the flooding or inundation of adjacent properties;
- t) No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.;
- u) The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
- v) This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
- w) The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.;
- x) This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
- y) The applicant will require a current business license with Mackenzie County.;

**CARRIED**

- b) **220-DP-24 Frank B & Agatha Driedger  
Shop – Personal with a 25% (4 Feet) Setback Variance  
& a 15% (3 Feet) Height Variance  
In Hamlet Country Residential “H-CR”  
Plan 122 2098, Block 05, Lot 07 (9107 100 Ave)**

**MPC 24-10-165** **MOVED** by Peter F. Braun

That Development Permit 220-DP-24 on Plan 122 2098, Block 05, Lot 07

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in the name of Frank B & Agatha Driedger be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall render this permit Null and Void:

- a) A 15% Height Variance for the Shop - Personal is hereby granted. The maximum interior ceiling height shall not exceed 7.01 meters (23 feet) in height.
- b) A 25% Setback Variance for the Shop - Personal is hereby granted. The Shop - Personal shall be 3.35 meters (11 feet) from the east property line.;
- c) Minimum building setbacks are: 15.2 meters (50 feet) front yard; 7.6 meters (25 feet) rear yard; 4.6 meters (15 feet) side yards; from the property lines.;
- d) The Shop - Personal shall meet all current National Building Code Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
- e) Provide adequate off street parking as follows: The minimum parking shall be 300 square feet per vehicle owned plus an additional 500 square feet for off street parking. One parking space, including the driveway area, shall occupy 300 square feet.;
- f) Building to be connected to the municipal water and sewer system and the cost of connection fees will be borne by the owner.;
- g) The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards and shall compliment the natural features and character of the site to the satisfaction of the Development Authority.;
- h) The lowest opening of the building shall be a minimum of 2.0% above the centerline elevation of the street abutting the property.;
- i) This Shop is approved for personal purposes only and no commercial activity is permitted in this building. Should the applicant change the intention of this building a new development permit is required.;
- j) No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the

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property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.;

- k) The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
- l) This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
- m) The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.

**CARRIED**

- c) **222-DP-24 Git R Dun Contracting  
Dwelling – Duplex in Hamlet Residential 1 “H-R1”  
Plan 212 0513, Block 02, Lot 10 (10401 105 Ave)**

**MPC 24-10-166 MOVED** by Peter F. Braun

That Development Permit 222-DP-24 on Plan 212 0513, Block 02, Lot 10 in the name of Git R Dun Contracting be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall render this permit Null and Void

- a) Minimum building setbacks are: 7.6 meters (25 feet) front; 1.5 meters (5 feet) side yard; and 1.5 meters (5 feet) rear yard from the property lines,
- b) The Dwelling – Duplex shall meet all current National Building Code Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
- c) Provide adequate off street parking as follows: 6 stalls for Dwelling - Duplex. One parking space, including the driveway area, shall occupy 300 square feet.;
- d) The Dwelling - Duplex is to be connected to the municipal water and sewer system and the cost of connection fees will be borne

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by the owner. Each unit must be serviced individually.;

- e) The architecture, construction materials and appearance of the Dwelling – Duplex and other structures shall be to accepted standards and shall compliment the natural features and character of the site and the aesthetics of the neighbouring residences to the satisfaction of the Development Authority.;
- f) The Municipality has assigned an address to each unit on the Dwelling - Duplex as follows from East to West: 10401-1 105 Avenue, 10401-2 105 Avenue. You are required to display the addresses on the units to be clearly legible from the street and be on a contrasting background. The minimum size of the characters shall be four inches in height.;
- g) Where the lowest opening of the house is 25 feet from the front property line it is required to be at a minimum 4% grade above the curb level. Where the lowest opening of the house is 50 feet from the front property line it is required to be at a minimum 2% grade above the curb level.;
- h) All DEVELOPMENT shall provide:
  - I. Provision and access to garbage storage;
  - II. Lighting between DWELLING UNITS;
  - III. Orientation of buildings and general site appearance;
  - IV. Safe pedestrian access to and from the public sidewalk fronting the building; and
  - V. Parking areas adjacent to streets must be paved.;
- i) No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.;
- j) The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
- k) This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
- l) The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.;

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**CARRIED**

- d) 224-DP-24 David Zacharias  
Dwelling – Single Detached & Private Garage – Attached  
With a 50% (20.73 Meters) Setback Variance  
In Agricultural 1 “A1”  
Plan 242 1986, Bock 01, Lot 01 (104147 RGE RD 164A)**

**MPC 24-10-167 MOVED** by Andrew O'Rourke

That Development Permit 224-DP-24 on Plan 242 1986, Block 01, Lot 01  
in the name of David Zacharias be APPROVED with the following  
conditions:

Failure to comply with one or more of the attached conditions shall render  
this permit Null and Void

- a) A 50% Setback Variance for the Dwelling-Single Detached & Private Garage – Attached is hereby granted. The Dwelling-Single Detached & Private Garage – Attached shall be 20.73 meters (68 feet) from the west property line.;
- b) Minimum building setbacks: a. 15.24 meters (50 feet) from any other property lines.; 30.5 meters (100 feet) from the top of the river bank.;
- c) The Dwelling – Single Family with Garage – Attached shall meet all current National Building Code Alberta Edition requirements for Buildings and any other requirements specified by Superior Safety Codes. Failure to do so shall render this permit Null and Void.;
- d) The architecture, construction materials and appearance of buildings and other structures shall be to accepted standards.;
- e) No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.;
- f) The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
- g) This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access,

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complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;

- h) The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.;
- i) All basement or below grade developments shall have an operational sump pump;
- j) All sewage disposals shall conform to the current Alberta Private Sewage Systems Stand of Practice.;
- k) Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream ROAD centerline elevation to avoid overland flood damage, water seepage and other water related damage.;
- l) Any permanent buildings on the property must be constructed 2 % greater than the grade of the road.;
- m) Mitigation measures must be in place, where applicable, in order to avoid water damage from potential seasonal flooding.;
- n) No site work or grading shall take place on the site that will alter existing drainage patterns or contribute to the flooding or inundation of adjacent properties;

**CARRIED**

**6. SUBDIVISION**

- a) **36-SUB-24 Abraham & Elizabeth Doerksen  
10 Acre Rural Subdivision  
NE-11-107-12-W5M**

**MPC 24-10-168 MOVED** by Peter F. Braun

That Subdivision Application 36-SUB-24 in the name of Abraham Doerksen and Elizabeth Doerksen of NE-11-107-12-W5M be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall render this permit Null and Void

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1. This approval is for a **Type B** subdivision, 10 Acres (4.05 Hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
    - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
  - b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
  - c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense,
  - d) All sewage disposals shall conform to the current Alberta Private Sewage Systems Standard of Practice,
  - e) Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision.
  - f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
  - g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,
  - h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached,
  - i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that**

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**adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

- b) 37-SUB-24 Robert Wiebe  
80 Acre Split Subdivision  
NW-29-107-14-W5M**

**MPC 24-10-169 MOVED by Peter F. Braun**

That Subdivision Application 37-SUB-24 in the name of Robert Wiebe of NW-29-107-14-W5M be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall render this permit Null and Void

1. This approval is for a **Type A** subdivision, 80 Acres (32.37 Hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the developer shall obtain a development permit from the Municipality,
    - I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
  - b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
  - c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense,
  - d) All sewage disposals shall conform to the current Alberta Private Sewage Systems Standard of Practice,
  - e) Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision.

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- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
- g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached,
- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

**CARRIED**

- c) **38-SUB-24 Gospel Light Fellowship  
1.6 Acre Cemetery Separation Subdivision  
Plan 242 0718, Block 02, Lot 04**

**MPC 24-10-170** **MOVED** by Andrew O'Rourke

That Subdivision Application 38-SUB-24 in the name of Gospel Light Fellowship (La Crete) of Plan 242 0718, Block 02, Lot 04 be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall render this permit Null and Void

1. This approval is for a **Type B** subdivision, 1.6 Acres (0.65 Hectares) in size.
2. Applicant/developer shall enter into and abide by a Development Agreement with Mackenzie County which shall contain, but is not limited to:
  - a) Prior to any development on the proposed subdivision, the

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developer shall obtain a development permit from the Municipality,

- I. Any permanent buildings on the property must be constructed 2% above the grade of the road.
- b) Mitigation measure must be in place in order to avoid water damage from potential pluvial flooding,
- c) Provision of a road and access to both the subdivision and the balance of the lands in accordance with Mackenzie County standards at the developer's expense,
  - I. A caveat for the access easement will be placed on both titles,
- d) All sewage disposals shall conform to the current Alberta Private Sewage Systems Standard of Practice,
- e) Provision of a storm water management plan. Contact Planning and Development staff at (780) 928-3983 to discuss the requirements for your subdivision.
- f) Any outstanding property taxes are to be paid on the land proposed to be subdivided prior to registration,
- g) Provision of utility rights-of-way as required by ATCO Electric, TELUS, Northern Lights Gas Co-op, and others,
- h) Provision of and negotiations for utility rights-of-way and/or easements as required by utility companies. The Developer shall be responsible for any line relocation or correction costs that occur as a result of this development. Responses from utilities companies are shown in Schedule "C" hereto attached,
- i) **Mackenzie County shall not be held liable for any concerns, issues or damages related to and/or resulting from the water tables and any other water problems as a result of any low land levels of the proposed development. It is the responsibility of the developer to ensure that adequate drainage and other precautions are taken to avoid water seepage into the dwellings/basement and/or flooding of the basement, and/or any ancillary buildings.**

CARRIED

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7. **MISCELLANEOUS**

a) **3<sup>rd</sup> Quarter Development Stats**

**MPC 24-10-171** **MOVED** by Peter F. Braun

That the development statistics report for January to September 2024 be received for information.

**CARRIED**

8. **CLOSED MEETING**

a) **None**

9. **MEETING DATES**

❖ Thursday November 7, 2024 @ 1:00 p.m. in La Crete

10. **ADJOURNMENT**

**MPC 24-10-172** **MOVED** by Andrew O'Rourke

That the Municipal Planning Commission Meeting be adjourned at 10:43 a.m.

**CARRIED**

These minutes were adopted this 7<sup>th</sup> day of November, 2024.



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Erick Carter, Chair

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**MACKENZIE COUNTY  
Municipal Planning Commission Meeting**

**Mackenzie County Office  
La Crete, AB**

**Thursday, November 07, 2024 @ 1:00 p.m.**

**PRESENT:** Erick Carter Chair, MPC Member  
Peter F. Braun Vice Chair, Councillor, MPC Member (Virtual)  
David Driedger Councillor, MPC Member (Virtual)  
Frank Fehr MPC Member

**REGRETS:** Andrew O'Rourke MPC Member

**ADMINISTRATION:** Caitlin Smith Director of Planning & Development  
Jackie Roberts Development Officer  
Jamie Wiebe Development Officer/Recording Secretary

**MEMBERS OF THE PUBLIC:** Christie Jones

**MOTION** 1. **CALL TO ORDER**

Caitlin Smith called the meeting to order at 1:04 p.m.

2. **ADOPTION OF AGENDA**

**MPC 24-11-173** **MOVED** by Peter F. Braun

That the agenda be adopted as presented.

**CARRIED**

3. **ELECTIONS**

a) **Chair**

Caitlin Smith called for nominations for the position of Chairperson.

First Call: Peter F. Braun nominated Erick Carter. Accepted.

Second Call: No further nominations.

Third Call: No further nominations.

**MPC 24-11-174** **MOVED** by Peter F. Braun

That the nominations cease for the position of Chairperson.

**CARRIED**

Caitlin Smith declared Erick Carter Chairperson by acclamation.

**b) Vice-Chair**

Caitlin Smith called for nominations for the position of Vice Chairperson.

First Call: David Driedger nominated Peter F. Braun Accepted

Second Call: No further nominations.

Third Call: No further nominations.

**MPC 24-11-175** **MOVED** by David Driedger

That the nominations cease for the position of Vice Chairperson.

**CARRIED**

Caitlin Smith declared Peter F. Braun Vice Chairperson by acclamation.

Caitlin Smith turned the meeting over to Chair, Erick Carter at 1:06 p.m.

4. **TERMS OF REFERENCE**
5. **REVIEW MPC'S MANDATE, ROLE & RESPONSIBILITIES**
6. **REVIEW OF PROCEDURAL BYLAW 1312-23**

**MPC 24-11-176** **MOVED** by Peter F. Braun

That the Terms of Reference, MPC's Mandate, Role & Responsibilities and Procedural Bylaw 1312-23 be received for information.

**CARRIED**

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7. **MINUTES**

a) **Adoption of Minutes**

**MPC 24-11-177** **MOVED** by Peter F. Braun

That the minutes of the October 17, 2024 Municipal Planning Commission meeting be adopted as presented.

**CARRIED**

8. **DEVELOPMENT**

- a) **234-DP-24 Henry Gerbrandt  
Home Based Business – Medium in Country Residential  
“CRm”  
Plan 222 1648, Block 01, Lot 14 (15458 Twp 1064B) (La  
Crete)**

**MPC 24-11-178** **MOVED** by David Driedger

That Development Permit 234-DP-24 on Plan 222 1648, Block 1, Lot 14 in the name of Henry Gerbrandt (Hilltop Accounting) be APPROVED with the following conditions:

Failure to comply with one or more of the attached conditions shall render this permit Null and Void

1. This permit is for the APPROVAL of a Home Based Business Medium in part of the existing shop/shed;
2. This development permit expires on October 31, 2026. Should the Home Based Business still be in operation, a development permit time extension will be required.;
3. At all times, the privacy of the adjacent dwellings shall be preserved and the Home Based Business shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etcetera.;
4. Home Based Businesses are limited to one sign not exceeding 1.1 square meters (12 square feet) in area.;
5. Illumination of the sign must not negatively affect, nor pose a

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- safety hazard to, an adjacent site or street.;
6. The sign shall not be placed within the Road Right of Way, if a sign is placed by Township Road 1064-B, a new development permit will be required.
  7. Wiring and conduits of the sign must be concealed from view.;
  8. The sign shall:
    - a.) Not obstruct the orderly and safe flow of vehicular and pedestrian traffic
    - b.) Not unduly interfere with the amenities of the district,
    - c.) Not materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
    - d.) Not create visual or aesthetic blight.;
  9. The site and sign shall be kept in a safe, clean, and tidy condition, or may be required to be renovated or removed.;
  10. The business shall be operated by the resident of the principal dwelling and may include one (1) non-resident employee.;
  11. The Home Based Business shall not involve client and customer visits outside of the hours of 8:00 a.m. - 8:00 p.m.;
  12. This permit may be revoked at any time, if, in the opinion of the Development Authority, the Home Based Business has become detrimental or otherwise incompatible with the amenities of the neighborhood.;
  13. The property must at all times be kept in a neat and orderly fashion.;
  14. All basement or below grade developments shall have an operational sump pump;
  15. All sewage disposals shall conform to the current Alberta Private Sewage Systems Standard of Practice;
  16. Any doors, windows and other openings to any DEVELOPMENT shall be at the same or greater elevation as the downstream ROAD centerline elevation to avoid overland flood damage, water seepage and other water related damage.;
  17. Any permanent buildings on the property must be constructed 2% greater than the grade of the road.;
  18. Mitigation measures must be in place, where applicable, in order to avoid water damage from potential seasonal flooding.;
  19. No site work or grading shall take place on the site that will alter

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existing drainage patterns or contribute to the flooding or inundation of adjacent properties;

20. No construction or development is allowed on or in a right-of-way. It is the responsibility of the developer/owner/occupant to investigate the utility rights-of-way, if any, that exist on the property prior to commencement of any construction and to ensure that no construction or development is completed on any utility right-of-way.;
21. The total site area (lot) shall have a positive surface drainage without adversely affecting the neighbouring properties.;
22. This permit approval is subject to the access to the property being constructed to County standards. PRIOR to installation of a new access or changing location of existing access, complete a Request to Construct an Access form by contacting the Operations Department for Mackenzie County at (780) 928-3983. Access to be constructed at the developers expense.;
23. The Developer shall at all times comply with all applicable Federal, Provincial and Municipal legislation and regulations and County Bylaws and resolutions relating to the development of the lands.;

## **CARRIED**

### **9. SUBDIVISION**

- a) **39-SUB-24 David Hiebert  
10 Acre (4.04 Hectares) Rural Subdivision in "A"  
SE-10-104-15-W5M**

**MPC 24-11-179** **MOVED** by Peter F. Braun

That Subdivision Application 39-SUB-24 in the name of David Hiebert of SE-10-104-15-W5M be TABLED for more information.

## **CARRIED**

### **10. CLOSED MEETING**

- a) **None**

### **11. MEETING DATES**

- ❖ Thursday November 21, 2024 @ 10:00 a.m. in Fort Vermilion
- ❖ Thursday December 12, 2024 @ 10:00 a.m. in La Crete

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**12. ADJOURNMENT**

**MPC 24-11-180** **MOVED** by David Driedger

That the Municipal Planning Commission Meeting be adjourned at 1:24 p.m.

**CARRIED**

These minutes were adopted this 21<sup>st</sup> day of November, 2024.

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Erick Carter, Chair



**Mackenzie County**

# REQUEST FOR DECISION

<b>Meeting:</b>	<b>Regular Council Meeting</b>
<b>Meeting Date:</b>	<b>November 18, 2024</b>
<b>Presented By:</b>	<b>Darrell Derksen, Chief Administrative Officer</b>
<b>Title:</b>	<b>Information/Correspondence</b>

**BACKGROUND / PROPOSAL:**

The following items are attached for your information, review, and action if required.

- Council Action List
- 2024-10-08 REDI - Letter to Premier Danielle Smith
- 2024-11-01 Wheatland County - Collaborative Stance on FCM Conference Attendance
- 2024-11-08 Water Availability Engagement Survey
- 2024-10-23 2025 Water Management in the Boreal Conference
- 2024-08-15 La Create Recreation Society - Regular Meeting Minutes
- 2024-09-12 La Create Recreation Society - Organizational Meeting Minutes
- 2024-09-12 La Create Recreation Society - Regular Meeting Minutes
- 2024-09-24 La Crete Recreation Society - AGM Meeting Minutes
- 2024-09-26 Mackenzie County Library Board - Meeting Minutes
- 2024-06-14 NAEL Meeting Minutes

**OPTIONS & BENEFITS:**

N/A

**COSTS & SOURCE OF FUNDING:**

N/A

**COMMUNICATION / PUBLIC PARTICIPATION:**

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** D. Derksen

N/A

**POLICY REFERENCES:**

N/A

**RECOMMENDED ACTION:**

Simple Majority       Requires 2/3       Requires Unanimous

That the information/correspondence items be accepted for information purposes.

**Author:** L. Flooren      **Reviewed by:** \_\_\_\_\_      **CAO:** D. Derksen



## Mackenzie County Action List as of October 30, 2024

### *Council and Committee of the Whole Meeting Motions Requiring Action*

Motion	Action Required	Action By	Status
<b>February 22, 2016 Council Meeting</b>			
16-02-135	That the County covers the additional cost of the survey on Plan 5999CL, Lot E to date and have administration release a copy of the report to the landowner informing them that the initial investigation survey has been completed.	Caitlin/Jen	In progress. Meeting with landowners.  Impacted by 2020 flood.
<b>May 10, 2016 Regular Council Meeting</b>			
16-05-354	That administration be authorized to proceed as follows in regards to the Zama Crown Land Procurement: <ul style="list-style-type: none"> <li>• cancel PLS 080023;</li> <li>• pursue acquisition of land parcels as identified on the map presented in red;</li> <li>• identify a parcel of land to be subdivided from Title Number 102 145 574 +1 (Short Legal 0923884; 21; 1) and offered for trade or sale to Alberta Environment and Parks due to its unsuitability for a hamlet development , specifically the land use restrictions per Alberta Energy Regulator.</li> </ul>	Caitlin	PLS180027  <b>Expecting an answer week of November 4</b>
<b>October 9, 2018 Regular Council Meeting</b>			
18-10-763	That administration proceeds with the water diversion license's as discussed.	John	TDL expires 2025-04-30. <b>Meeting with ToHL and they are going to start the regional water study.</b>
<b>February 2, 2022 Regular Council Meeting</b>			
22-02-085	That administration move forward with the application process to purchase the following and bring back to Council any future costs related to the purchase such as FNC, survey and assessed value for deliberation and approval.  PLS140031 PLS170002 PLS180022 PLS180027 PLS190005 La Crete Ferry Campground Atlas Landing Area Bridge Campsite Machesis Lake Campground Wadlin Lake Campground	Don/Caitlin	COW 22-06-073 The TCL Leases that are in the process are as follows:  Signed Offer to purchase PLS140031  Survey is now being reviewed by Director of Surveys for approval for PLS140031  Capital Budget Request

Motion	Action Required	Action By	Status
<b>November 2, 2022 Budget Council Meeting</b>			
22-11-774	That the Policy PW039 Rural Road, Access Construction and Surface Water Management - Cost Implications be brought back to a future Council meeting for amendments.	Andy	In Progress
<b>December 13, 2022 Regular Council Meeting</b>			
22-12-908	That Council approve the Fort Vermilion Bridge Campground and Recreational Area Plan as amended and to submit the Plan to Forestry, Parks and Tourism for their approval.	Don	FPT Requesting updated mapping. GIS Mapping Completed To be completed fall of 2024 Waiting Post Construction Follow Up
<b>February 7, 2023 Regular Council Meeting</b>			
23-02-106	That Mackenzie County commit to \$5M in municipal funding by means of Borrowing Bylaw towards local funding required to complete this project as per motion 18-06-472 to complete the Mackenzie Community Recreation Center project.	Darrell/Don/Jen	Reapplying for the Grant
<b>August 16, 2023 Regular Council Meeting</b>			
23-08-654	That administration enter into an agreement with the Coalition for Far Northwest Alberta Brighter Futures Society to provide the services for the Family and Community Support Services Fort Vermilion Program.	Jen	Working with organization on agreements
<b>October 25, 2023 Regular Council Meeting</b>			
23-10-833	That the Joint Use and Planning Agreement with Fort Vermilion School Division No. 52 be TABLED to a future Council meeting.	Caitlin	In Progress 2025 Deadline
<b>February 13, 2024 Regular Council Meeting</b>			
24-02-097	That the PLS Application Process proceed as directed.	Darrell/Caitlin/Landon	<b>See Motion 24-10-683</b>
<b>May 22, 2024 Regular Council Meeting</b>			
24-05-407	That administration proceed with the offer to purchase for Plan 792 1881, Block 18, Lot 01 as per policy.	Caitlin	<b>COMPLETE</b>
24-05-427	That Council grant the Municipal Planning Commission special variance authority of 40% for the Heimstaed Lodge Development Permit upon application.	Caitlin	Awaiting Development permit application.
<b>June 26, 2024 Regular Council Meeting</b>			
24-06-489	That Council approve the request for street improvements along 99th Avenue and 106th Street at the cost of the developer.	Caitlin	Working with Developer
24-06-491	That administration work with La Crete Co-op to accommodate right of way parking along 101	Caitlin	In Progress

Motion	Action Required	Action By	Status
	Street and La Crete Co-op will be responsible for clearing the snow.		
24-06-499	That administration continue to work with Northern Road Builders contract negotiations on the North Trunk Sanitary Sewer Contract #2 – Lift Station Project.	John	Project Review Ongoing
24-06-518	That Policy UT006 Municipal Rural Water Servicing – Endeavor to Assist Policy be brought to a future Council meeting with amendments as discussed.	John	Being brought back to council this winter
<b>July 17, 2024 Regular Council Meeting</b>			
24-07-554	That Mackenzie County collaborate with Mackenzie Frontier Tourism Association and other organizations through the Community Services Committee to provide input for the Peace River Boat Guide.	Council	
<b>September 10, 2024 Regular Council Meeting</b>			
24-09-603	That administration advertise Part of SW 7-109-19W5M for sale.	Caitlin	<b>Awaiting appraisal</b>
24-09-611	That third reading be given to Bylaw 1345-24 being a Partial Plan Cancellation and Lot Consolidation of Plan 962 4275, Block 04, Lots 13-17, to accommodate the consolidation of these lots into one title.	Caitlin/Louise	Sent to Land titles for registration
24-09-633	That administration present at a future Council meeting, all purchasing policies effected by the Tender and Request for Proposal template for review and possible amendment.	Darrell	In Progress
24-09-635	That motor graders Unit 2152 and Unit 2153 be disposed of by Option 3 - Ritchie Bros.	Willie	Unit 2152 disposed in September, received more than minimum amount. Unit 2153 will be disposed of in October.
<b>September 23, 2024 Regular Council Meeting</b>			
24-09-651	That the Sale of County Property be TABLED to January 2025.	Darrell	
24-09-655	That the Fort Vermilion School Division and Mackenzie County enter into an Agreement for the development of the Mackenzie Community Recreation Centre.	Don/Darrell	In Progress
24-09-656	That administration work with community partners and bring back estimates for initial phases of engineering on the Mackenzie Community Recreation Centre.	Don/Darrell	In Progress

Motion	Action Required	Action By	Status
24-09-662	That third reading be given to Bylaw 1244-21 being the Land Use Bylaw to be adopted as amended.	Caitlin/Louise	Awaiting amendments to maps
24-09-666	That Range Road 15-5 ditch work be completed prior to winter.	Andy	Work commenced 2024-10-14
24-09-667	That dual direction signage be installed for Machesis Lake from Highway 58 and Highway 88.	Andy/Don	<b>COMPLETE</b>
24-09-668	That Mackenzie County partner with Northern Lights Forest Education Society on informational signage for our campgrounds for a maximum of \$5,000 with funding coming from the 2024 Operating Budget.	Don	In Progress
24-09-676	That the 2024 Capital Budget be amended by \$60,000 with funding coming from the Municipal Reserve for the boat launch projects.	Don/Jen	Estimates for Transportation and Installation received materials ordered. Finance – <b>COMPLETE</b> <b>Waiting for River to go down.</b>
<b>October 16, 2024 Regular Council Meeting</b>			
24-10-682	That administration proceed with the Green and Inclusive Community Buildings Program Grant application for the Mackenzie Community Recreation Centre.	Darrell/Don/Jen	Grant Application Submitted <b>COMPLETE</b>
24-10-683	That Mackenzie County Council requests a meeting with all affected ministries affecting land sales and the red tape increases with it.	Caitlin	<b>Letters Drafted</b>
24-10-684	That Council accept the offer to purchase and proceed with the sale of Plan 052 0560, Block 05, Lot 04.	Caitlin	<b>Offer signed, in progress</b>
24-10-693	That the Minimum Building Setbacks – National Building Code Standard be brought back to a future council meeting.	Caitlin	<b>In Progress</b>
24-10-695	That third reading be given to Bylaw 1348-24 being a Land Use Bylaw Amendment to rezone Part of NW-24-107-14-W5M from Agricultural “A” to Rural Industrial General “RIG”, for future industrial use.	Caitlin/Louise	<b>COMPLETE</b>
24-10-696	That first reading be given to Bylaw 1349-24 being a Partial Road Closure Bylaw to close 1438 meters of Range Road 16-1 located between SE-24-107-16-W5M/NE-13-107-16-W5M and SW-19-107-15-W5M/NW-18-107-15-W5M, for aggregate extraction.	Caitlin	<b>Sent to AT</b>

Motion	Action Required	Action By	Status
24-10-699	That Council donate the portion of the road closure at market value to the La Crete Municipal Nursing Association for consolidation into the adjacent lot.	Caitlin	<b>Notified Landowner</b>
24-10-702	That Mackenzie County engage ISL Engineering to create a robust public engagement plan that includes all communities and areas, residents, ratepayers and urban municipal neighbours (Town of High Level and the Town of Rainbow Lake) to present and review the information surrounding the three (3) defeated motions of council (Motions 24-07-535, 24-10-700 and 24-10-701) and the recommendation for Municipal Affairs prepared by Transitional Solutions Inc. and bring it back to Council for approval.	Darrell/Caitlin	<b>Public Consultation to start November 6-20 and Open Houses for Nov 12 -13</b>
<b>October 22, 2024 Organizational Council Meeting</b>			
24-10-714	That the Assessment Review Board Terms of Reference be amended as presented.	Louise	<b>COMPLETE</b>
24-10-716	That the Terms of Reference for Emergency Advisory Committee be amended as presented.	Louise	<b>COMPLETE</b>
24-10-720	That third and final reading be given to Bylaw 1352-24 being the Emergency Management Bylaw.	Louise	<b>COMPLETE</b>
24-10-722	That the Flood Recovery Steering Committee Terms of Reference be amended as presented.	Louise	<b>COMPLETE</b>
24-10-725	That the following Member at Large be appointed to the Inter-Municipal Planning Commission for a one year term – October 22, 2024 to October 2025. 1. Erick Carter	Louise/Caitlin	<b>COMPLETE</b>
24-10-728	That the following Members at Large be appointed to the Mackenzie Library Board: 1. Fort Vermilion (3 Year Term) – Tamie Mclean 2. La Crete (3 Year Term) – Sandra Neufeld 3. Rural (3 Year Term) – Lorraine Peters 4. Zama (3 Year Term) – Kayla Wardley	Louise	<b>COMPLETE</b>
24-10-730	That the following Members at Large be appointed to the Municipal Planning Commission for a one year term – October 22, 2024 to October 2025. 1. Erick Carter 2. Andrew O'Rourke 3. Frank Fehr	Louise/Caitlin	<b>COMPLETE</b>
24-10-731	That Bylaw 563-06 the Establishment of a Municipal Planning Commission be brought back to a future council meeting with amendments.	Caitlin	<b>Regular Council Meeting 2024-11-18</b>

Motion	Action Required	Action By	Status
24-10-732	That the Subdivision & Development Appeal Board Terms of Reference be amended as presented.	Louise	<b>COMPLETE</b>
24-10-739	That the Mackenzie Regional Community Policing Society be removed from the External Committee list.	Louise	<b>COMPLETE</b>
24-10-750	That administration bring back information and the Terms of Reference to consider reinstating the Finance Committee.	Jen	
24-10-751	That Policy ADM050 Council/Administration Protocol be amended as discussed.	Louise	<b>COMPLETE</b>
24-10-754	That the 2025 Council meetings be scheduled as follows: (See Minutes)	Louise	<b>COMPLETE</b>
24-10-755	That the Budget Council Meeting be changed from October 29, 2024 to October 30, 2024 at 10:00 a.m.	Louise/Jen	<b>COMPLETE</b>
<b>October 23, 2024 Regular Council Meeting</b>			
24-10-761	That the current agreement between Frontier Veterinary Services Ltd. and Mackenzie County be renewed for a period of two years.	Landon	
24-10-763	That Council agrees with the appraised value for Plan 792 1881, Block 18, Lot 01 and direct administration to proceed with the offer to purchase.	Caitlin	<b>Being advertised, offer to be signed</b>
24-10-764	That administration proceed with renting out space formally used by the Fort Vermilion Community Support Services in the Fort Vermilion Library building located at 5103 River Road and bring back the 1277-23 Fee Schedule Bylaw to a future Council Meeting.	Don	<b>Advertisement is out Bylaw being presented at the 2024-11-13 Council Meeting</b>
24-10-765	That the 2024 Capital Budget be amended by \$15,500 for the Jaws of Life – Spreader Capital project, with funds coming from the La Crete Fire Department Operating Budget.	Jen	<b>COMPLETE</b>
24-10-771	That third reading be given to Bylaw 1351-24 Remuneration for Volunteer Fire Fighters Bylaw.	Louise/Jen/Don	<b>COMPLETE</b>
24-10-772	That the 2024 Capital Budget be amended by \$590 for the Laundry Facility Capital project, with funds coming from the Zama Recreation Society.	Jen	<b>COMPLETE</b>
24-10-773	That current and future requests to alter and/or extend accesses will be denied on the Southside of 105th Avenue in Hamlet of La Crete due to surface water drainage issues in the area.	Andy/Caitlin	<b>In Progress</b>

Motion	Action Required	Action By	Status
24-10-774	That administration bring back Bylaw 1229-21 School Zones and Other Speed Zones to reflect the signs on 94th Avenue within the Hamlet of La Crete and bring back recommendations to add lunch hours to all school zones.	Andy	
<b>October 30, 2024 Budget Council Meeting</b>			
24-10-783	That the 2025 Draft Operating Budget be amended by Tracking Sheet Change #1.	Jen	<b>COMPLETE Incorporated into the 2025 Operating Budget</b>
24-10-784	That the 2025 allocations and draws from various reserves be approved as presented.	Jen	<b>COMPLETE Incorporated into the 2025 Operating Budget</b>
24-10-785	That the Organizational Chart be amended as discussed.	Louise	<b>COMPLETE</b>
24-10-786	That administration incorporates the approved 2025 One Time Projects into the Draft 2025 Operating budget as follows:  1. Rural Traffic Counts - \$75,000 2. Aerial Imagery - \$150,000 3. Planning for Tompkins River Crossing - \$100,000	Jen	<b>COMPLETE Incorporated into the 2025 Operating Budget</b>
24-10-787	That administration work with MPA Engineering and proceed with applying for a \$6 million bridge replacement project over 3 years under the Local Growth and Sustainability Grant.	Andy	
24-10-790	That the 2025 Administration Conference, Workshop and Training Budget Requests be approved as discussed.	Jen	<b>COMPLETE Incorporated into the 2025 Operating Budget</b>
24-10-791	That the Regular Council Meeting scheduled on Wednesday, November 13, 2024 be changed to Monday, November 18, 2024.	Louise	<b>COMPLETE</b>



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October 8, 2024

The Honourable Danielle Smith  
Premier of Alberta  
Office of the Premier,  
307 Legislature Building  
10800 - 97 Avenue,  
Edmonton, Alberta T5K 2B6  
**RE: Regional Economic Development Alliances**

Dear Premier Smith,

We are writing to urgently request a meeting with you and our Regional Economic Development Alliance (REDA) Chairs and Managers. This meeting is crucial for the continued collaboration with the Government of Alberta, which will significantly benefit the building of rural capacity for regional economic development, attracting investments, and retaining businesses in rural Alberta.

Alberta's government has partnered with municipalities and local chambers of commerce through their local REDA for over two decades, significantly boosting regional economic growth. This partnership, which you can take pride in, has greatly helped rural communities, especially in Northwest Alberta.

Our concern stems from Jobs, Economy, and Trade (JET) 's recent decision to pursue a three-year withdrawal of support for the REDAs. This move appears to be at odds with your mandate letter to the Ministry dated July 5, 2023, which underscores the significance of regional economic development and job creation.

The Regional Economic Development Initiative for Northwest Alberta (REDI) has been a stable key player in our region, leveraging resources for regional cooperation. Its achievements are a testament to its importance and the critical need for its continued support.

Over the years, REDI has proactively organized various local programs that would not otherwise be possible, including business boot camps and local investment attraction conferences showcasing local product development, community retail, and industrial studies. These efforts and our industry collaborations have led to several significant investment decisions that strengthen the region economically and enhance the quality of life in the remote rural northwest.

1.





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With the establishment of Invest Alberta, REDI has reevaluated its role in the investment attraction space to assist with the creation of accurate in-the-field support for local way-finding services, supporting our municipal members with site selection evaluation and community investment profiles, and most recently, hosting investor tours with investors from outside the Province.

REDI is collaborating with the local agriculture and food sectors to develop feasibility studies to facilitate new value-added processes for organic oats and freeze-drying, opening new market opportunities for grains and food resources.

Our latest project involves developing twenty business cases to boost regional growth and economic diversity. REDI is leveraging our strengths to promote opportunities such as industrial greenhouses for tree seedlings and food production, biodiesel from forest residues, and rare earth mineral extraction, all of which can significantly enhance our region's economy.

We are particularly proud of the new recreation and tourism facilities that REDI assisted with spearheading. These included a new ski hill facility and, before that, developing a tourism destination marketing organization called the Mackenzie Frontier Tourism Association (MFTA) to highlight our region's tourism resources.

As the Government of Alberta evaluates its programs and expenditures, it is essential to acknowledge the substantial advantages provided by the collaboration and volunteer involvement facilitated by REDAs. The grassroots, on-the-ground resources within the rural region of Alberta cannot be replicated by staff at Jobs Economy and Trade, and we urge you to ensure that operations are aligned, long-term strategies are well-conceived, and accountability is maintained, which is crucial for the optimal use of the REDA resource.

Together, we can ensure mutual success!

Best regards,

A handwritten signature in blue ink that reads 'Lisa Wardley'.

Lisa Wardley – Chair  
Regional Economic Development Initiative for Northwest Alberta  
lisa@mackenziecounty.com, (780) 841-5799

CC.

2.



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Government of Alberta Caucus

Rural Municipalities of Alberta

Alberta Municipalities

Alberta South West Regional Alliance

Palliser Economic Partnership

Southgrow Regional Economic Development

Central Alberta Economic Partnership

Battle River Alliance for Economic Development

Northeast Alberta Information HUB

Grizzly Region Economic Development Alliance

Peace Region Economic Development Alliance

3.



**Office of the Reeve**

November 1, 2024

Rural Municipalities of Alberta Member Municipalities

**Subject: Collaborative Stance on FCM Conference Attendance – Invitation for Rural Municipalities to Join**

Dear Council Members,

I am writing to you on behalf of Wheatland County to explain our Council's decision regarding attendance at the upcoming Federation of Canadian Municipalities (FCM) conference. After discussion and consideration, our Council has chosen not to participate in next year's FCM conference.

Our decision stems from growing concerns about how well the FCM's focus aligns with the unique needs and challenges of rural municipalities like ours. We believe the current structure and priorities of FCM do not provide sufficient opportunity to represent the distinct needs of rural communities.

In light of this, we are reaching out to all members of the Rural Municipalities of Alberta (RMA) to encourage the development of a unified stance on this matter. We want to explore the possibility of establishing a federal advocacy group or association that could more effectively amplify the voices of rural municipalities, ensuring our collective needs are represented with a stronger, more focused, and efficient voice. We will be bringing a resolution for consideration to the RMA Spring Convention 2025.

To move forward, we call on colleagues across Canada to join us in sending a letter outlining your concerns to FCM.

We plan to engage in further discussions with RMA and other stakeholders to explore how we can better address the diverse needs of Canadian rural municipalities. While we have decided not to attend next year's conference, we remain committed to working toward collaborative solutions that benefit all communities.

Thank you for your attention to this matter, and we look forward to your response and support.

Sincerely,

Amber Link  
Reeve, Wheatland County  
On behalf of Wheatland County Council

cc: Federation of Canadian Municipalities  
Wheatland County Council





Saskatchewan Association of Rural Municipalities  
Association of Manitoba Municipalities  
Rural Ontario Municipal Association  
Union of British Columbia Municipalities  
Fédération Québécoise des Municipalités  
Nova Scotia Federation of Municipalities  
Union of the Municipalities of New Brunswick  
Federation of PEI Municipalities  
Municipalities Newfoundland and Labrador



**Louise Flooren**

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**Subject:** FW: Survey launch - Water availability engagement

**From:** Government of Alberta <[epa.water@gov.ab.ca](mailto:epa.water@gov.ab.ca)>

**Sent:** November 8, 2024 3:23 PM

**To:** Office <[office@mackenziecounty.com](mailto:office@mackenziecounty.com)>

**Subject:** Survey launch - Water availability engagement

Complete a survey or attend a virtual or in-person open house.



Thank you for your interest in Alberta Environment and Protected Area's water availability engagement. We are pleased to share that additional engagement opportunities have now been posted on the [engagement website](#).

### **Online surveys**

You can complete a detailed or brief survey to share your thoughts on increasing water availability.

### **Attend an engagement session**

A series of online and in-person events will be held across the province for Environment and Protected Areas staff to connect directly with Albertans to answer questions and hear perspectives. Register for an event online.

- November 18 at 6:30pm - Northern Alberta virtual open house
- November 21 at 5:30pm – Peace River in-person open house
- November 26 at 6:30pm - Southern Alberta virtual open house
- November 28 at 5:30pm – Lethbridge in-person open house
- December 3 at 5:30pm – Red Deer in-person open house

[Visit the water availability engagement website](#)

You can also share your ideas around the opportunities and barriers to enhancing water management and availability by:

- Sharing your ideas with others through the online ideas board. You can post a new idea, like, or comment on other ideas.
- If you have questions, you are welcome to ask a question online about water management in Alberta, where the department will post the questions and responses.
- Meeting with department staff. We are planning meetings with sectors and regions, including public engagement. Please email [epa.water@gov.ab.ca](mailto:epa.water@gov.ab.ca) to confirm interest in participating.

If there are additional members of your organization that you would like to receive updates directly on this engagement and future water initiatives, please reach out to [epa.water@gov.ab.ca](mailto:epa.water@gov.ab.ca) to confirm their name, position, and organization to be added to our distribution list.

Water and Circular Economy Division

Environment and Protected Areas

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# SAVE THE DATE

Join decision makers, researchers and practitioners to network, exchange knowledge, and discuss watershed management across Alberta's Boreal

## WATER MANAGEMENT IN ALBERTA'S BOREAL 2025

~The State of Boreal Watersheds~

**FEBRUARY 25-26, 2025**

**GRANDE PRAIRIE, AB**

At the Pomeroy Hotel & Conference Centre  
Registration and program details coming soon!



Hosted by the Alberta Watershed Planning and Advisory Councils of the north

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
August 15, 2024**

**Northern Lights Recreation Centre  
La Crete, Alberta**

**Present:** Joe Driedger, President  
Philip Krahn, Vice-President  
Shawn Wieler, BHP Rep  
Jim Neudorf, Figure Skating  
Perter F Braun, County Rep  
Mike Schellenberg, Junior B Rep  
Henry Goertzen, Blumenort Rep  
George Fehr, Director  
Lyndell Friesen, Shiny Rep  
Jonathan Klassen, Arena Manager  
Corrina Doerksen, Secretary/Bookkeeper  
Ed Wiebe, Recreation Coordinator

**Missing:** Lukas Peters  
Duffy Driedger  
John Zacharias

**Call to Order:** President Joe Driedger called the meeting to order at 5:58 p.m.

**Approval of Agenda**

Peter F Braun moves to accept the agenda as presented.

CARRIED

**Recreation Coordinator Report- Ed Wiebe**

1. Recreation Coordinator Report by Ed Wiebe

**Financials:**

- 1: Financials were presented by Corrina Doerksen.

Shawn Wieler moves to accept the June and July 2024 Financial Report.

CARRIED

**Approval of Previous Meeting's Minutes**

George Fehr moves to accept the June 19, 2024 regular meeting minutes as presented.

CARRIED



**Business from Previous Minutes**

- 1: Shiny Hockey appointed Lyndell Friesen as their LCRS representative.

**Review of Action Sheet**

**Managers Report – Jonathan Klassen**

1. Managers Report presented by Jonathan Klassen

Henry Goertzen moves to accept the June/July 2024 Managers Report.

CARRIED

**New Business:**

9.1 Winter Janitorial Contract

George Fehr made a motion to hire a janitor for the winter months paying up to \$25 per hour approximately 15 hour per week.

CARRIED

9.2 Dirt Stockpile

The Heimstead needs a place to stockpile dirt from their expansion project next summer.

Philip Krahn made a motion to allow the Heimstead to stockpile dirt from their expansion project on the NLRC yard.

CARRIED

9.3 High Side Float Old Rink

The high side float valve in the old rink does not work correctly, Cimco quoted \$6036+gst for a replacement.

Peter F Braun made a motion to order the parts needed and submit to Mackenzie County for emergency funding.

CARRIED

Jim Neudorf moves to go in camera at 6:56 p.m.

Shawn Wieler moves to go out of camera at 7:06 p.m.

Philip Krahn made a motion to increase management spending limit to \$3000 without a board motion.

CARRIED

Mike Schellenberg moves for the meeting to be adjourned at 7:11 p.m.

Next Meeting will be **September 12, 2024 at 6:00 pm AGM 7:30 pm**

**ACTION SHEET**

Following August 15, 2024 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
1.	Lumber Barons Agreement	LCRS	June 2025	Complete
2.				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
1.	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
2.	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
3.	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
4.	Send out meeting requests electronically to all board members.	Secretary	Monthly	
5.	Review arena rates	LCRS	Annually in January	
6.	Board Member Assignments	LCRS	Annually by LCRS AGM	
7.	Annual Recreation Coordinator Review	Subcommittee	Annually in October	

**LA CRETE RECREATION SOCIETY  
ORGANIZATIONAL MEETING  
SEPTEMBER 12, 2024**

**Northern Lights Recreation Centre  
La Crete, Alberta**

Present: Philip Krahn  
Peter F Braun  
Shawn Wieler  
Mike Schellenberg  
Jim Neudorf  
George Fehr  
Duffy Driedger  
Henry Goertzen  
Lyndell Friesen  
Jonathan Klassen, Arena Manager  
Corrina Doerksen, Bookkeeper  
Ed Wiebe, Recreation Coordinator

Call to Order: Jonathan Klassen called the meeting to order at 7:58 p.m.

Jonathan Klassen called for nominations for the position of Chair:

Philip Krahn nominated Joe Driedger who accepted.

Jim Neudorf moved for nominations to cease.

Joe Driedger in as Chair by acclimation.

Jonathan Klassen called for nominations for the position of Vice-Chair:

Mike Schellenberg nominated Philip Krahn who accepted.

Shawn Wieler moved for nominations to cease.

Philip Krahn in as Vice-Chair by acclimation.

Philip Krahn called for nominations for the position of Treasurer:

Philip Krahn nominated Jim Neudorf who accepted.

Mike Schellenberg called for nominations to cease.

Jim Neudorf in as Treasurer by acclimation.

Secretary duties will be continued by Corrina Doerksen.

Shawn Wieler made a motion to add Jim Neudorf as signing authority on the LCRS bank accounts.

CARRIED

Secretary duties will be continued by Corrina Doerksen.

Honorariums will remain the same.

Meetings will be held on the first Thursday on or after the 10<sup>th</sup> of the month or as decided at previous meeting.

Henry Goertzen moved to adjourn at 8:04 p.m.

**LA CRETE RECREATION SOCIETY  
REGULAR MEETING  
September 12, 2024**

**Northern Lights Recreation Centre  
La Crete, Alberta**

**Present:** Philip Krahn, Vice-President  
Shawn Wieler, BHP Rep  
Jim Neudorf, Figure Skating  
Perter F Braun, County Rep  
Mike Schellenberg, Junior B Rep  
Henry Goertzen, Blumenort Rep  
Duffy Driedger, Minor Hockey Rep  
George Fehr, Director  
Lyndell Friesen, Shinny Rep  
Jonathan Klassen, Arena Manager  
Corrina Doerksen, Secretary/Bookkeeper  
Ed Wiebe, Recreation Coordinator  
Colin Derksen, Metrix Group

**Missing:** Joe Driedger  
Lukas Peters  
John Zacharias

**Call to Order:** Vice President Philip Krahn called the meeting to order at 6:00 p.m.

**Approval of Agenda**

Peter F Braun moves to accept the agenda as presented.

CARRIED

**Recreation Coordinator Report- Ed Wiebe**

1. Recreation Coordinator Report by Ed Wiebe

**Financials:**

- 1: Financials were presented by Corrina Doerksen.

George Fehr moves to accept the August 2024 Financial Report.

CARRIED

- 2: Draft Review Engagement presented by Colin Derksen

Henry Goertzen moves to accept the 2024 Draft Review Engagement as presented.

CARRIED

### **Approval of Previous Meeting's Minutes**

Mike Schellenberg moves to accept the August 15, 2024 regular meeting minutes as presented.

CARRIED

### **Business from Previous Minutes**

#### **Review of Action Sheet**

#### **Managers Report – Jonathan Klassen**

1. Managers Report presented by Jonathan Klassen

Duffy Driedger moves to accept the August 2024 Managers Report.

CARRIED

#### **New Business:**

##### 9.1 Tint Windows in RK Lobby

It was suggested that to tint the windows in the RK arena to help with the glare, Jonathan quote.

CARRIED

##### 9.2 Chamber Advertising on Main Street

La Crete Chamber of Commerce sent a quote to advertise on their new digital sign on main street. LCRS suggested to maybe advertise with them for big events on a case by case basis.

Shawn Wieler moves to go in camera at 6:46 p.m.

Jim Neudorf moves to go out of camera at 6:52 p.m.

Henry Goertzen moves for the meeting to be adjourned at 6:52 p.m.

Next Meeting will be **October 17, 2024 at 6:00 pm**

## ACTION SHEET

Following September 12, 2024 Meeting

<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	<b>Status:</b>
<b>1.</b>	Lumber Barons Agreement	LCRS	June 2025	Complete
<b>2.</b>				
<b>Ongoing &amp; Annual Items</b>				
<b>Action:</b>		<b>Assigned:</b>	<b>Date to be Completed:</b>	
<b>1.</b>	Send Meeting minutes to Mackenzie County	Secretary	Monthly	
<b>2.</b>	Annual Manager's Performance Review	Subcommittee	Annually by April 30 <sup>th</sup>	
<b>3.</b>	Advertise or Caretakers for Outdoor Rinks	Arena Manager	Annually in September	
<b>4.</b>	Send out meeting requests electronically to all board members.	Secretary	Monthly	
<b>5.</b>	Review arena rates	LCRS	Annually in January	
<b>6.</b>	Board Member Assignments	LCRS	Annually by LCRS AGM	
<b>7.</b>	Annual Recreation Coordinator Review	Subcommittee	Annually in October	

**LA CRETE RECREATION SOCIETY  
ANNUAL GENERAL MEETING  
SEPTEMBER 12, 2024**

**Northern Light Recreation Centre  
La Crete, Alberta**

Present: Philip Krahn, Vice-President  
Duffy Driedger, Minor Hockey Rep  
Holly Neudorf, Figure Skating Rep  
Shawn Wieler, BHP Rep  
Lyndell Friesen, Shinny Rep  
Henry Goertzen, Blumenort Rep  
Peter F Braun, County Rep  
George Fehr, Director  
Mike Schellenberg, JB Rep  
Jonathan Klassen, Arena Manager  
Corrina Doerksen, Secretary/Bookkeeper  
Ed Wiebe, Recreation Coordinator  
Colin Derksen, Metrix Group  
Philip Doerksen

Missing: Joe Driedger, John Zacharias, Lukas Peters

1: Call to Order: Vice President Philip Krahn called the meeting to order at 7:38 p.m.  
everyone was welcomed and Board of Directors was introduced.

2: Approval of Agenda:

Peter F Braun moved to accept the agenda as presented.

**CARRIED**

3: Approval of 2023 Annual General Meeting Minutes

Mike Schellenberg moved to accept the 2023 Annual General Meeting Minutes as presented.

**CARRIED**

4: Business from the Minutes

1. No Business from the Minutes

5: Managers Report-Jonathan Klassen

Jim Neudorf moved to accept the Managers Report as presented.

**CARRIED**



## 6: Recreation Coordinator Report-Ed Wiebe

Shawn Wieler moved to accept the Recreation Coordinator Report as presented.

CARRIED

## 7: Committee Reports

Verbal Committee reports were given

- i. Minor Hockey (Duffy Driedger)
  - 142 players are registered for the 2024/25 season with some movement still from signups
- ii. Shiny Hockey (Lyndell Friesen)
  - 270 kids registered for the 2024/25 season up 30 players from last year
  - An extra ice slot allowed for 14 teams
  - Have a logo on the ice this year which the kids really enjoy
- iii. Senior Hockey
  - No report
- iv. Figure Skating (Jim Neudorf)
  - 30<sup>th</sup> year of offering Can Skate and Star Skate
  - 79 Skaters are registered so far with registration still open
  - Have David Howe coming up to run clinics
  - Have 7 Local coaches this year
  - Have Kurt Browning scheduled to come up in December for the snowflake skate
- v. Junior B (Mike Schellenberg)
  - La Crete Lumber Barons finished 2<sup>nd</sup> in the NWJHL regular season and won the championship.
  - Went to provincials and came out with silver
  - Now a voting member in the NWJHL
  - Had 40 skaters at the spring camp and the regular season schedule was reduced from 42 games to 40

## 8: Financial Report

Draft Review Engagement Report was presented by Metrix Group.

Duffy Driedger moved to accept the draft Review Engagement Report as presented.

CARRIED

### 1.Ammendment to LCRS Bylaws Section 24

Philip Doerksen made a motion to amend the LCRS Bylaws Section 24 to read “signing authority may also be held by the bookkeeper, never shall more than one employee sign a cheque.”

CARRIED

#### 9: Elections

One Director position is vacant  
The elections for the position are as follows

1. Peter F Braun nominates Joe Driedger, accepts.

Peter F Braun moved that all nominations cease.

Joe Driedger was in by acclimation to a 3 year term (2027)

#### 10. Business from the Floor

Philip Doerksen said the arena looked good and staff are doing a good job running it.

An organizational meeting of the board will be held immediately following the AGM.

Philip Doerksen moved for the meeting to be adjourned at 7:57 p.m.

**Mackenzie County Library Board (MCLB)  
September 26, 2024, Board Meeting Minutes  
High Level Town Office**

**Present:** Lisa Wardley, Lorraine Peters, Wally Schroeder, Kayla Wardley, Sandra Neufeld, Tamie McLean Cam Cardinal.

**1.0** Kayla Wardley called the meeting to order at 6:01 pm.

**2.0 Approval of the Agenda:**

**MOTION #2024-06-01 Lorraine Peters** moved the approval of the agenda as revised. **CARRIED**

**3.0 Approval of the Minutes:**

**MOTION #2024-06-02 Tamie McLean** moved the approval of the August 27/24 meeting minutes. **CARRIED**

**4.0 Review of Action Items:**

- The action items of the previous MCLB meeting were reviewed.

**5.0 Financial:**

**5.1 MCLB Financial Report as of September 25/24:**

- Balance Forward \$ 112,407.94  
- Total Revenues \$ 243,044.46  
- Total Expenses \$ 308,242.06  
- Bank Balance \$ 47,210.34

**MOTION #2024-06-03 Kayla Wardley** moved the acceptance of the financial report. **CARRIED**

**52 Fort Vermilion Library (FVL) Financial Report as of September 22/24:**

- Total Revenues \$ 40,406.61  
- Total Expenses \$48,706.40  
- Net Income \$-8,299.79  
- Bank Balance \$122,482.75

**MOTION #2024-06-04 Lisa Wardley** moved the acceptance of the financial report. **CARRIED**

**6.0 Library Reports:**

**6.1 La Crete:**

- Financials to September 10/24: Income \$187K, Expenses \$120K, Bank Balance \$67K,  
- Income from card holder fees \$11K, fines \$8.5 K, book sales \$1.3 K. exam proctoring \$600, copy fees \$220.  
- Circulation for August was 9,950.  
- Library cards which have been inactive for 4 or more years will be deleted from the system.  
- The library inventory revealed that one magazine, one audio CD, and 3 books were missing.  
- Tickets for the Salmon Grill to be held on Oct 19/24 cost \$65.

**6.2 Fort Vermilion:**

- Five new patrons were registered in August.  
- Circulation for August was 568.  
- 40 new items were added in August.  
- The summer reading program ran until August 29.  
- The wall art is still popular. A book tree where patrons write their favorite books on an ornament is planned for Dec.  
- An adult craft club was started on September 24<sup>th</sup>. The get to know you night went well.  
- Upcoming events: October: Pumpkin Spice Mix Making, Halloween Cookie Decorating, Murder Mafia game night.  
November: Remembrance Day Vintage Book Decorating, Hot Chocolate Mix Making.  
December: Christmas Card Making, Letters to Santa.

...2

**6.3 Zama:**

- Another home schooling family is using the library.
- They have partnered with the rec board for the Christmas light up event.
- Another part time helper is working in the library.
- There are still a lot of fire fighters in town using the library.

**6.4 Mackenzie County Library Consortium (MCLC):**

- MCLB’s electronic services budget could provide online audio books for the Fort Vermilion and La Crete libraries.

**6.5 High Level:**

- They held a fund raiser using a Hobbit Hole.
- They also held an outdoor movie fund raiser.
- On October 5<sup>th</sup> they want to partner with the town to hold a movie night.

**MOTION #2024-06-05 Lorraine Peters** moved the acceptance of the library reports for information. **CARRIED**

**7.0 Old Business:**

**7.1 La Crete Library Expansion:**

- The County sent a letter of support for the library expansion.
- The application for the CFEP grant was sent in.

**7.2 MCLB and the High Level Library Agreement.**

- The agreement which expires next year was discussed with the High Level Library Board.

**8.0 New Business:**

**8.1 MCLB Meeting with the High Level Library Board:**

- The following items were discussed at the meeting:
  - The partnership Agreement.
  - Funding, Apps and Insignia.
- The MCLB toured the newly renovated High Level Library.

**9.0 In Camera:**

- None required.

**10.0 Correspondence:**

- The MCLB received the Revised Library Act and the Revised Regulations.

**11.0 Next Meeting Date and Location: Fort Vermilion Library, October 22, 2024 at 6:30 p.m.**

**12.0 Adjournment:**

**MOTION # 2024-06-06 Wally Schroeder** moved to adjourn the meeting at 8:05 p.m. **CARRIED**

**These minutes were adopted this 22th day of October 2024.**

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**Chair: Kayla Wardley**

	<p>Northern Alberta Elected Leaders</p> <p>59 Leedy Drive Whitecourt, Alberta T7S 1X1 780-778-0202</p>

MINUTES  
June 14, 2024  
Fox Creek Legion  
Fox Creek, Alberta

In Attendance (In Person)

Carolyn Kolebaba  
Sheila Gilmour  
Kerri Hudson  
Elaine Manzer  
Corinna Williams  
Robert Willing  
Terry Ungarian  
Gerhard Stickling  
Wendy Wald  
Brian Peterson  
Lane Monteith  
Tyler Airth  
Kate Potter  
Vern Lymburner  
Samantha Steinke  
Grant Berg  
Donna Buchinski  
Myrna Lanctot  
Dylan Bresse  
Dan Dibbelt  
Nick Van Rootselaar

Chair  
Town of Fox Creek  
Town of Fox Creek  
Town of Peace River  
Northern Sunrise County  
MD of Peace  
County of Northern Lights  
County of Northern Lights  
Town of Grimshaw  
County of Grande Prairie  
Big Lakes County  
Big Lakes County  
Town of Sexsmith  
Town of Valleyview  
Town of Valleyview  
City of Grande Prairie  
Town of Falher  
Village of Donnelly  
City of Grande Prairie and Alberta Municipalities Representative  
MD of Spirit River  
MD of Spirit River

Tom Pickard	Whitecourt
Brian Panasiuk	Town of High Prairie
Margaret Jacob	Town of McLennan
Larry Davidson	Birch Hills County
Gary Rycroft	Town of Beaverlodge
Brian Hall	Athabasca County
Albert Poetker	Birch Hills County
David Reynolds	Big Lakes County
Jim Rennie	NAEL
Denise Baranowski	Town of Fox Creek (Recording Secretary)

In Attendance (Via Zoom)

David Janzen	Clear Hills County
Roxann Dreger	Village of Rycroft
Jouliia Whittleton	County of Grande Prairie
Margaret McClarty	MD of Peace
Boyd Langford	Town of High Level
Allan Rowe	Clear Hills County
Philip Kolodychuk	MD of Fairview
Robert Brochu	MD of Smoky River
Robert McLeod	Town of Manning
Josh Knelsen	Mackenzie County

Registration 9:45 AM

Chair Kolebaba called the meeting to order at 10:00 a.m.

- Greetings from Mayor Gilmour, Town of Fox Creek

Request to be allowed to record meeting

- No objections received

Adoption of Agenda

- No additions or deletions
- Moved by Tom Pickard – Mayor of Whitecourt

APPROVED

Roundtable and Introductions:

Zoom Attendees

- David Jazen - Clear Hills County
  - Rodeo this weekend was canceled due to rain
  - Ongoing projects - building firehall and development

- Roxann Dreger - Village of Rycroft
  - Grand opening for lodge
  - Roofing for library and admin building
  - Fiber optics construction ongoing
  - Upcoming rodeo
  - Paving phase 1 project
  - Upgrading ball diamonds
  - Grant with MD of Spirit River
  
- Joulia Whittleton - County of Grande Prairie
  
- Margaret McClarty - MD of Peace
  
- Boyd Langford – Town of High Level
  - Lots of rain for farmers, seeding behind but good for fires
  - New hotel being built this fall
  - Possible pulp mill being built
  - Optic fiber construction is still ongoing
  
- Allan Rowe – Clear Hills County
  - New firehall in Cleardale
  - Development of commercial lots
  - Drilling second well
  - Three local road projects
  
- Philip Kolodychuk MD of Fairview
  - Father's day breakfast
  - Bridge project
  - Airport paving project
  
- Robert Brochu – MD of Smoky River
  - Honeyfest
  - Windmill still ongoing
  
- Robert McLeod – Town of Manning
  - River is flowing, lots of rain
  - Aurora school is progressing, opening in 2025
  - Del-Air Lodge is in the final stages, opening in July
  
- Josh Knelsen - Mackenzie County
  - Mental health concerns and the need for Northern Alberta Communities

## In Person Attendees

- Samantha Steinke - Town of Valleyview
  - Getting a new K-12 school which will be attached to Greenview Multiplex
  - Ag society is active in building a new building
  - Airport host to wildfire management operations
  - A business owner donated the use of two water tanks so residents could fill water containers to water their plants due to water drought bylaw
- Sheila Gilmour – Town of Fox Creek
  - Registered daycare opening in fall 2024
  - Hired a Communications and Economic Development Coordinator
  - Census ongoing
  - Building of the new Administration office is still ongoing and on schedule
  - New doctor was hired for a permanent contract
- Robert Willing – MD of Peace
  - A fire on April 23 in Peace Valley burned 1000 hectares but was contained fairly quickly
  - Area has been approached by nuclear power company and they have partnered with four other municipalities to advocate for the development
- Grant Berg – City of Grande Prairie
  - Stormwater – extensive work to shift from tax base fee to user base fee, put on hold right now
  - Actively exploring ways to increase the number of secondary suites
  - RCMP transition to a municipal police force, going very well
- Corinna Williams – Northern Sunrise County
  - Minister Sigurdson met with ASB Board to discuss weed control and mental health
  - Started a new youth council and will be part of the Economic Development
  - Road maintenance ongoing
  - Advocating for Highway 686
- Gary Rycroft – Town of Beaverlodge
  - Summer maintenance programs – sidewalks & curves
  - Groundbreaking new health facility will continue
- Brian Peterson – County of Grande Prairie
  - Meeting with Minister Sigurdson, partnership with enterprise group talked about drought relief funding since some residents didn't qualify and find ways to improve weather stations.
  - Economic corridor funding
  - Funding to upgrade and import rail system



- Mental health of agricultural participants
  - Economic Development staff are in Houston
  - Council going to NW Pacific
  - 75 bed long-term treatment center for addictions to service northwestern Alberta will open in two years
  - Highway 40 improvements moving along
  - Taxes increased 2.9%
  - Concerns on homeless and training new doctors
  - Clairmont police detachment underway and expected to be completed in 2028
- Elaine Manzer - Town of Peace River
    - Monitoring water level intakes
    - New francophone school K-12 opened
    - July 5 & 6 Plaid Days
    - Working with the homeless population
    - Neighborhood improvement finishing up
    - Study on indoor pool to look at life span
    - Airport has asked for financial assistance
    - Alberta Infrastructure is hopeful that the bridge will be finished next year
    - Taxes increased
    - Grande Prairie doctor training program is helpful
- Wendy Wald - Town of Grimshaw
    - Splash park ribbon cutting June 14
    - Organizing another doctor finding
    - Hired new nurse
- Dan Dibbelt CAO & Nick Van Rootselaar Deputy Reeve – MD of Spirit River
    - Opening of Pleasant View Lodge excellent housing for seniors, Spirit River and AHS own facility, difficult finding low-cost housing for AHS so look at repurpose old senior lodge to house AHS staff
    - Did not have to raise taxes
    - Fundraiser led by AG Society for seniors lodge raised \$500,000
- Tom Pickard – Whitecourt
    - Meeting with Minister Rajan Sawhney regarding student rural seats in post-secondary
    - Pending rail strike, will have devastating effects on local businesses
    - Would like to thank CAO's and their support from other communities who did not accept the Whitecourt paving crew in their community until Whitecourt Dahl Drive was repaired correctly
    - Firesmart implemented into Whitecourt town policy bylaw
    - Living allowance not reflected in grants for contractors on contracts 10-15% above bid.

- Myran Lanctot – Village of Donnelly
  - Gave Economic Development study to team
  - Ag Society
  - Canadian Fiber Optic coming in the summer
  - Local soccer team ramping up
  - Healthy Aging Alberta Grant – how to support to initiate new programs
  
- Donna Buchinski – Town of Falher
  - Canadian Fiber Optic is installing fiber
  - Lift station is getting an upgrade this summer
  - Landuse bylaw completed, open house last week, great turnout, public heard at the end of June
  - Honeyfest this weekend
  - Completing census
  - The Economic Development Board is five municipalities and has youth on it
  - AUMA summer caucus
  - Big slide in the process of repairs
  
- Brian Panasiuk - Town of High Prairie
  - Have a donor that will donate to splash park, looking at 2025 possibly
  - Recall of counsellors and code of conduct was concluded
  - Water treatment plant upgrade this year
  - Citizens on patrol started up
  - Issues with the youth assessment center, which is currently shut down due to a fire last year and trying to get it reopened
  - Treaty signing of 125<sup>th</sup> next week
  - Old hospital sold reserve, pending sale
  
- Terry Ungarian, Reeve & Gerhard Stickling, CAO – County of Northern Lights
  - Calcium dust control and re-gravel starting
  - Formed a regional committee regarding nuclear power plant
  - Water sources are low and watching stream flows
  - Upswing in residential development permits
  - Committee work in progress – NW Species at Risk, community rail alliance, bylaw enforcement, U of A and Northwest Polytechnic touring next week regarding doctor training program
  - Appointed to the Northern Alberta Council
  -
  
- Margaret Jacob – Town of McLennan
  - Developing and Economic Development Board in-house

- Lodge/motel recently totally renovated, will supply small grocery store and restaurant
- Golf course under new management
- Summer Jobs Canada Program grant, not approved
  
- Larry Davidson – Birch Hills County
  - No runoff, reservoirs are low, enough water till next spring
  - Smaller fires, and one large one with faster response so contained quickly
  - Highway 737 new sewer lines
  - Wanham event, water leak
  - STARS appreciation event
  - Canadian fiber optics being installed
  - I want wireless, 13 towers in the community
  - School boards to put a teacher in Eaglesham
  - Drainage program waiting on feedback from other communities
  
- Vern Lymburner - Town of Valleyview
  - Highway traffic circle – in conversation with Minister Dreeshen and lobbying for \$6M funding for service roads
  - RCMP building – paving parking lot
  - New school ongoing
  - Drought still on, conserving water, look at building new reservoir
  - Golf course very busy and seeing increased participation
  
- Kate Potter – Town of Sexsmith
  - Looking at changing council size, split vote so not changing
  - Issues with group home and Alberta Justice, working with RCMP and directors of group home
  - Rebranding through grant received
  - Summer students – MP advised program is being downsized
  - Splash park – uses a collection tank and water is then used to water plants
  - RHPAP - Attraction and retention – working with other municipalities approved for project starting in 2025. Getting high school students into polytechnic health care work experience
  - Festival went well
  
- Tyler Airth – Big Lakes County
  - Discussions regarding nuclear power plant
  - Committee talking about medical waste facility, Swan Hills still has medical waste facility open and is the only place in Alberta
  - Two daycares trying to get up and running
  - Regional partnerships, lots of meetings
  - Wildfire preparedness advocating and completing fireguards

- Meeting with Minister Sigurdson to talk about flooding at Buffalo Lakes and infrastructure
- Lunch (12:00 - 12:30 pm)
- Presentation Alberta Chamber of Commerce – Dana Severson, Manager, Advocacy and Research
  - Sign up for Alberta Perspectives partnered with a task force to aid post-secondary students to have them trained to where employers want them to be.
  - Developing a network for supply and demand data to help businesses come together, growth and efficiency.
  - Chamber Market – online marketplace, creating infrastructure for small businesses.
  - Moved by Donna Buchinski – Town of Falher – That NAEL receive information from the Chamber of Commerce and all information to be forwarded to members.
- Presentation Community Rail Advocacy Alliance - Reeve Ungarian and Mayor Pickard
  - Created a board
  - CN is not reliable and talking about abandoning tracks.
  - Trying to meet with the federal transportation minister
  - Want to push to avoid a strike or competing for trucks
  - Industry driven
- Adoption of Minutes  
 Vern Lymburner – Town of Valleyview moved to adopt the March 8, 2024 meeting minutes.  
 APPROVED
- Old Business
  - NRED Grant-Getting quotation on flights, propose they fly on Thursday with MLA's and City of Edmonton Councillors (30 seats) from Edmonton to High Level, to Peace River, stay overnight, then to Whitecourt, tour, meal at Alexis Casino and then fly back to Edmonton Friday. Looking at spring 2025. No expenses to municipalities.
  - Community Rail Advocacy Alliance update – Meeting next week with the transportation parliamentary secretary to discuss moving goods and services, responsibilities, impending strike and monopoly. CN is recruiting.
- New Business
  - Going forward meeting minutes will be passed electronically – will email out a draft copy within two weeks of the meeting being held and members will email any corrections or changes within one week, then minutes will be considered approved and final approved minutes will be emailed out to all members.

- Want to meet and collaborate with the Northern Alberta Alliance for Growth and Opportunity (NAAGO). Arrange a meeting to gather information in Athabasca County and discuss the possibility of a collaboration. Motion by Myrna Lanctot.
- Received request from Brazeau County to join NAEL. Request denied due to location, but invite them to attend a meeting so they can see what NAEL does. There is an Elected Leaders group in central Alberta which Brazeau County would fall under.
- Acceptance of Financial Report  
Myrna Lanctot – Village of Donnelly moved to accept the Financial Report.  
APPROVED
- Update from Alberta Municipalities - Dylan Bresse, Alberta Municipalities Director - Cities up to 500,000 and City of Grande Prairie Councillor
  - Bills 18, 20 and 21 – received good feedback.
  - Bill 21 – Liability of province taking over control of fire fighting services. Discuss with insurance if you have appropriate insurance.
  - LGFF funding – not keeping up with inflation, working with a consultant to get better content of the financial state of municipalities. If you have a project delayed or canceled please email [advocay@abmunis.ca](mailto:advocay@abmunis.ca)
  - ABmunis elections next fall.
  - Good rates for power, buying electricity directly to supply municipalities and non-profits.
- Minister Todd Lowen, MLA Central Peace Notley
  - LPN program Northern Lakes College
  - Good shape for wildfires
  - Bill 21 – province will only take over firefighting if absolutely necessary, only takes over firefighting not municipality and liability does not change.
  - Bill 20 – trying to line up campaign financing with provincial, minister could always take over mayor or councillor, now adds more people to make that decision.
- Date and Location of next meeting.  
Date: November 8, 2024  
Location: Grimshaw  
Moved by Margaret Jacob – Town of McLennan
- Motion to adjourn.  
Chair Kolebaba adjourned the meeting at 2:45 p.m.